

## Air Powered Tools | SAFE WORK METHOD STATEMENT (SWMS)

### TASK OR ACTIVITY: Air Powered Tools

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><b>Notes on Hierarchy of Controls:</b> 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><b>Note:</b> 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"> <li>1. persons involved in the work are advised that a revision has been made and how they can access the revised SWMS;</li> <li>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,</li> <li>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.</li> </ol>											

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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	Manual handling, trip hazards	2M	<ul style="list-style-type: none"> <li>- Conduct a risk assessment before starting the task to identify, assess and control potential hazards associated with manual handling and trip hazards during the preparation stage.</li> <li>- Provide training to all workers involved in the operation of air-powered tools, including safe lifting techniques, proper equipment setup and hose management.</li> <li>- Ensure that work areas are free from clutter, debris and any tripping obstacles before and during the use of air-powered tools.</li> <li>- Use mechanical lifting aids, such as trolleys or hoists, to minimise manual handling of heavy equipment and materials to reduce the risk of injury.</li> <li>- Inspect all air-powered tools and accessories before each use, ensuring hoses are in good condition without leaks, kinks or damage, and connections are secure.</li> <li>- Encourage workers to communicate any concerns about potential hazards, such as poor visibility or inadequate lighting, to their supervisor or health and safety representative for immediate action.</li> <li>- Clearly mark designated walkways around the workspace to minimise trip hazards and ensure workers remain at a safe distance from potential hazards.</li> <li>- Secure loose cables, hoses and other equipment as much as possible, using cable ties, hooks or storage racks, to keep them off the ground and reduce the risk of tripping.</li> <li>- Implement a buddy system where required, involving two or more workers performing tasks together, to assist with heavier loads, equipment setup and heightened situational awareness.</li> <li>- Periodically review and update your SWMS, incorporating improvements and changes in industry best practices, to continually mitigate risks associated with manual handling and trip hazards in the workplace.</li> </ul>	1L	
2. Tool Inspection	Faulty equipment, eye injury	3H	<ul style="list-style-type: none"> <li>- Regular maintenance and inspection: Ensure that all air-powered tools are regularly inspected and maintained according to the manufacturer's guidelines for proper functioning, and to identify any worn or damaged parts.</li> <li>- Proper training: Provide adequate training to all workers on how to correctly use and inspect air-powered tools prior to using them in any given task. This includes understanding the correct tool operation, as well as how to recognise potential hazards.</li> <li>- Personal Protective Equipment (PPE): Ensure all workers using air-powered tools wear appropriate PPE, including safety goggles or face shields, to protect against eye injury caused by flying debris or possible equipment malfunction.</li> <li>- Tool checks: Perform visual checks of the equipment before each use, making sure there are no signs of damage or wear that could lead to faulty operation or increased</li> </ul>	1L	

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			<p>risk of injury. Verify that all connections and attachments are secure and undamaged.</p> <ul style="list-style-type: none"> <li>- Clean working environment: Maintain a clean work area to prevent dust or debris from accumulating, which can cause tool malfunctions, jams, or hazards to worker's vision.</li> <li>- Report issues promptly: Encourage workers to report any tool abnormalities, defects, or malfunctions immediately to their supervisor, and cease all usage of the tool until it has been inspected and repaired or replaced as needed.</li> <li>- Proper storage: Store air-powered tools in designated locations when not in use, ensuring that they are protected from moisture, debris, dust, and accidental damage.</li> <li>- Pressure regulation: Verify that the air pressure for the tools is maintained within the manufacturer's recommended range to ensure optimum performance and avoid tool malfunction or failure.</li> <li>- Emergency procedures: Establish clear emergency response procedures for instances of eye injury or equipment failure, so all workers know how to react quickly and effectively if such incidents occur.</li> <li>- Continuous improvement: Regularly review SWMS to identify opportunities for improvement, including updating control measures or incorporating new best practices relating to the safe use of air-powered tools.</li> </ul>		
3. Connecting Air Supply	Hose failure, high pressure injuries	2M	<ul style="list-style-type: none"> <li>- Proper selection of air hoses: Ensure that the air hoses used for connecting the air supply are compatible with the specific tools and meet the required safety standards, such as having a working pressure rating higher than the maximum operating pressure of the tool.</li> <li>- Regular inspection of hoses: Conduct routine visual inspections of air hoses, couplings, and fittings for any signs of wear, tear, or damage, and replace any damaged components immediately.</li> <li>- Correct hose connections: Always confirm that the air hose is secured properly at both the tool and compressor ends to prevent accidental disconnection during operation. Use quick-release couplers where appropriate to simplify the process.</li> <li>- Avoid kinking hoses: To maintain optimal airflow and reduce the risk of hose failure, keep air hoses straight and tangle-free by using hose reels or hangers to store them when not in use.</li> <li>- Pressure relief system: Install pressure relief valves on the compressed air line to automatically release excess pressure buildup and prevent high-pressure injuries.</li> <li>- Training and instruction: Provide regular training and clear instructions to workers on the proper use, handling, and connection of air-powered tools, emphasising the importance of following established safety procedures.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Personal protective equipment (PPE): Require workers to wear appropriate PPE, including safety goggles, gloves, and hearing protection while connecting and operating air-powered tools.</li> <li>- Appropriate workspace setup: Ensure that the working area is well-ventilated, free of clutter, and adequately lit to facilitate safe operation of air-powered tools and interaction with air supply connections.</li> <li>- Leak detection and repair: Encourage workers to promptly report any air leaks or malfunctions for immediate assessment and repair. Periodically verify the effectiveness of all connections and seals using soapy water or appropriate leak detection methods.</li> <li>- Emergency response plan: Develop a comprehensive emergency response plan to address accidents and incidents related to air-powered tools or air supply connections. Ensure that all workers are familiar with the plan and know how to activate emergency shut-off valves in case of a high-pressure injury or hose failure.</li> </ul>		
4. Starting Tool	Kickback injuries, hearing loss	3H	<ul style="list-style-type: none"> <li>- Always inspect and maintain air-powered tools according to manufacturer guidelines, ensuring they are in good working condition before use.</li> <li>- Ensure that all workers are provided with proper training regarding the safe usage, handling, and maintenance of air-powered tools to minimise the risk of kickback injuries and hearing loss.</li> <li>- Require workers to wear appropriate Personal Protective Equipment (PPE), such as safety goggles and gloves, to protect against flying debris and other hazards caused by tool operation.</li> <li>- Implement a hearing conservation programme that includes the use of earplugs or earmuffs for workers who operate or work around loud air-powered tools to prevent noise-induced hearing loss.</li> <li>- Establish a designated area for operating air-powered tools away from other workers to minimise the risk of exposure to noise and potential kickback injuries.</li> <li>- Use proper techniques for starting and operating air-powered tools, including holding the tool firmly with both hands and maintaining a stable body position, to reduce the likelihood of kickbacks.</li> <li>- Encourage regular breaks for workers using air-powered tools to allow their ears and bodies time to recuperate from continuous noise exposure and physical strain.</li> <li>- Set up barriers or noise enclosures around air-powered tools to help reduce noise levels and the risk of hearing loss for workers in the vicinity.</li> <li>- Monitor workers' adherence to safety measures and provide regular feedback to reinforce safe practices, correct unsafe behaviors, and minimise the risk of accidents.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Promote an open communication culture where workers feel comfortable reporting any issues or concerns related to the use of air-powered tools, ensuring that corrective actions can be taken promptly.</li> <li>- Consider adopting quieter models or alternative technologies, if possible, to reduce the noise output of air-powered tools and improve overall workplace safety.</li> <li>- Regularly review and update the Safe Work Method Statement (SWMS) for air-powered tools, taking into account any changes in equipment, processes, or worker feedback, to ensure that all potential hazards are appropriately managed.</li> </ul>		
5. Operating Tool	Hand-arm vibration syndrome, flying debris	4A	<ul style="list-style-type: none"> <li>- Tool inspection and maintenance: Regularly inspect, maintain and repair air-powered tools, ensuring that they are in proper working order to minimise vibration and prevent flying debris during operation.</li> <li>- Protective equipment: Provide appropriate personal protective equipment (PPE) such as safety goggles or face shields, gloves with vibration-damping capabilities, hearing protection, and steel-toed boots for workers operating air-powered tools.</li> <li>- Training and supervision: Ensure that all workers using air-powered tools have undergone a comprehensive training programme covering safe handling, usage and risk assessment for the specific tools they will be operating, and arrange for adequate supervision during operation.</li> <li>- Rotation of tasks: Implement a job rotation system where workers regularly switch tasks to limit exposure to hand-arm vibration and reduce the risk of developing Hand-Arm Vibration Syndrome (HAVS).</li> <li>- Encapsulation and isolation: Use anti-vibration pads, encapsulating material or other vibration-dampening measures to isolate and minimise vibrations before reaching the operator's hands.</li> <li>- Compatibility of tools and attachments: Ensure that all air-powered tools, fittings and attachments are compatible and securely fastened to minimise release of flying debris and excess vibrations that may cause an increased risk of HAVS.</li> <li>- Proper tool selection: Choose the right tool for the task at hand, while taking into consideration ergonomic design for reduced vibration, noise, and flying debris generation.</li> <li>- Adequate work area setup: Provide a well-ventilated, uncluttered and safe working space, ideally with soft flooring material and adequate lighting, to reduce the amount of concentration needed to operate the tool and thus minimise exposure to hazards.</li> <li>- Communication and signage: Clearly communicate any potential risks or hazards of using air-powered tools, such as hand-arm vibration syndrome and flying debris, through warning signs, labels and posted guidance documentation.</li> <li>- Establishing operating procedures: Develop detailed standard operating procedures (SOPs) for the use of air-powered tools in specific work steps, identifying necessary control measures, and training staff on these procedures to ensure consistent and safe work practices.</li> </ul>	2M	



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6. Adjusting Tool Settings	Accidental activation, pinch points	3H	<ul style="list-style-type: none"> <li>- Implement a thorough inspection of the air-powered tools before use, ensuring that all components are in good working condition and properly assembled to prevent accidental activation.</li> <li>- Provide clear, concise instructions to workers regarding the correct process for adjusting tool settings, ensuring they understand the potential hazards involved.</li> <li>- Designate specific areas within the workspace for tasks requiring the adjustment of air-powered tool settings, minimising distractions and reducing the likelihood of accidental activation.</li> <li>- Implement safety protocols requiring workers to disconnect the air supply during tool adjustments, preventing involuntary start-ups or unexpected movements.</li> <li>- Train workers to always use the correct personal protective equipment (PPE) when adjusting tool settings, including gloves, safety goggles or face shields, and ear protection.</li> <li>- Encourage the use of proper hand placement techniques, thereby reducing the risk of injury from pinch points while making tool adjustments.</li> <li>- Develop an appropriate system for staff to follow when adjustments must be made on the job site, limiting access to the area during these procedures to only essential personnel.</li> <li>- Post instructional signage near air-powered tool stations detailing recommended safety precautions for adjusting settings, serving as a constant reminder of potential hazards.</li> <li>- Conduct regular toolbox talks focusing on the safe operation of air-powered tools, reinforcing the importance of adequate tool adjustment procedures.</li> <li>- Encourage workers to report instances of potentially hazardous tool behaviour, ensuring that any concerns can be addressed promptly and the necessary action taken.</li> <li>- Implement ongoing refresher training for workers responsible for adjusting tool settings, ensuring that they remain aware of best practices and are up-to-date with any changes in procedure or new technology.</li> </ul>	1L	
7. Replacing Components	Sharp edges, uncontrolled release of energy	2M	<ul style="list-style-type: none"> <li>- <b>**Training and competency**</b>: Ensure that all workers using air powered tools have received proper instruction and training to understand the dangers related to these hazards and how to implement control measures.</li> <li>- <b>**Pre-use inspection**</b>: Conduct a thorough examination of components for any signs of damage, wear, or sharp edges prior to replacement. Report any issues to the supervisor.</li> <li>- <b>**Personal protective equipment (PPE)**</b>: Provide and enforce the use of appropriate PPE such as gloves, eye protection, and long sleeves to minimise the risk of injury from sharp edges or uncontrolled release of energy.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- <b>Tool maintenance</b>: Establish a regular maintenance schedule for air powered tools to ensure they are in good working condition and to avoid unexpected component failure.</li> <li>- <b>De-energise and isolate</b>: Shut off and depressurize the air supply before replacing components to reduce the risk of accidental activation and uncontrolled release of energy.</li> <li>- <b>Clear workspace</b>: Ensure that the worker's workspace is clear of any hazards, such as slipping or tripping hazards, to allow for safe movements while handling sharp-edged components.</li> <li>- <b>Safe handling</b>: Train employees on proper techniques for handling components with sharp edges, such as using a firm grip, keeping hands away from cutting surfaces, and being mindful of body positioning.</li> <li>- <b>Lockout/tagout procedures</b>: Implement lockout/tagout procedures to prevent accidental re-energising of the air-powered tool during maintenance or component replacement.</li> <li>- <b>Tool-specific precautions</b>: Before replacing components, consult the manufacturer guidelines for specific instructions, warnings, or recommendations related to the air powered tool model in use.</li> <li>- <b>Two-person operation</b>: When replacing components with high risks associated, consider using two people during the process to ensure additional control and support, if needed.</li> <li>- <b>Emergency response plan</b>: Establish an emergency response plan that includes first aid supplies and procedures to follow in case of incidents involving sharp edges or uncontrolled release of energy.</li> <li>- <b>Post-replacement inspection</b>: Once the component replacements have been completed, inspect and test the air powered tool before putting it back into use to ensure proper functioning and intended safety features are in place.</li> </ul>		
8. Cleaning Tools	Slips and falls, contact with solvents	3H	<ul style="list-style-type: none"> <li>- Ensure all workers are trained on the proper use and cleaning of air powered tools, including understanding potential hazards and appropriate control measures.</li> <li>- Provide appropriate personal protective equipment (PPE), such as slip-resistant footwear, gloves, and eye protection, to minimise the risk of slips and falls or exposure to solvents.</li> <li>- Keep work areas clean and free of clutter, spills, and debris, so that workers have enough space to safely clean the tools.</li> <li>- Utilise a designated cleaning area with a non-slip surface, away from high traffic paths, to prevent exposure to others who are not involved in the cleaning process.</li> <li>- Use drip trays or similar containment devices under the tools being cleaned to catch any spills or drips during the cleaning process, preventing slips and falls.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Clearly label all cleaning solvents with their contents and any associated hazards, and store them properly according to the manufacturer's instructions.</li> <li>- Implement proper waste disposal procedures for used cleaning solvents and rags, utilising secure containers to avoid environmental contamination or accidental exposure.</li> <li>- Encourage workers to report any spills, leaks, or damaged equipment immediately to their supervisor, enabling prompt action to prevent accidents or injuries related to slips, falls, or contact with solvents.</li> <li>- Encourage workers to take regular breaks, promoting alertness and well-being, which leads to safer working conditions.</li> <li>- Regularly review, evaluate, and update procedures and policies relating to the cleaning of air powered tools and provide refresher training, ensuring workers remain knowledgeable about safe practices.</li> <li>- Conduct regular risk assessments focusing on the cleaning process, identifying any changes in the work environment or new potential hazards, and implement necessary control measures proactively.</li> </ul>		
9. Storing Tools	Poor storage, overhead hazards	2M	<ul style="list-style-type: none"> <li>- Ensure that all air-powered tools are properly disconnected from their power source before storing them.</li> <li>- Designate a specific storage area for air-powered tools, clearly marked with appropriate signage to indicate the location for employees.</li> <li>- Train employees on proper storage procedures for air-powered tools, including how to safely disassemble and secure any attachments or hoses.</li> <li>- Utilise protective cases or bags for individual tools, especially those with sharp edges or delicate components, to minimise the risk of damage during transport or storage.</li> <li>- Store tools in a clean and organised manner, ensuring that they are not at risk of falling, causing trip hazards, or coming into contact with other potentially dangerous objects.</li> <li>- Avoid stacking different tools on top of each other; use storage racks, shelves, or pegboards to keep each tool in its designated place and prevent accidental dislodgement.</li> <li>- Inspect storage areas regularly to ensure there is no accumulation of clutter or debris. Ensure that steps, ladders, or other access points are free from obstructions.</li> <li>- Store heavier and larger tools at waist level or below, reducing the need to reach above the head or lift heavy items, thereby minimising the risk of overhead hazards or injury due to poor lifting techniques.</li> <li>- Secure tools in designated storage areas to prevent accidental movement or displacement, especially during inclement weather or seismic events.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Implement a regular maintenance schedule for the storage area, including checks for rust or corrosion, damage to storage containers or shelving, and potential pest infestations.</li> <li>- Clearly label tools, equipment, and storage locations to enhance workplace efficiency and reduce the likelihood of improper storage or handling.</li> <li>- Ensure adequate lighting within the storage area to enable proper visualization and identification of tools and hazards, reducing the risk of accidents and injuries.</li> <li>- Establish and enforce a clear policy regarding unauthorised access to the tool storage area, ensuring that only appropriately trained and authorised personnel handle such equipment.</li> <li>- Conduct regular audits of the tool storage area to ensure compliance with all established policies and procedures, promptly addressing any identified issues or concerns.</li> </ul>		
10. Handling Compressed Air Cylinders	Dropping cylinders, explosion risk	4A	<ul style="list-style-type: none"> <li>- Proper training: Ensure that all workers handling compressed air cylinders are adequately trained in correct handling procedures, lifting techniques, and safe storage of cylinders to minimise the risk of dropping or mishandling them.</li> <li>- Regular inspections: Conduct routine inspections of compressed air cylinders to ensure they are free from defects or damages that could lead to an explosion risk, such as corrosion or leaks.</li> <li>- Cylinder restraint: Securely fasten cylinders using containment devices, straps or cylinder stands when not in use to prevent the accidental dislodgement or rolling of cylinders.</li> <li>- Use of proper PPE: Provide and enforce the use of appropriate personal protective equipment (PPE) for workers handling compressed air cylinders, such as steel-toe capped footwear, gloves, and safety goggles to protect against impact injuries.</li> <li>- Safe transportation: Establish protocols for safe transportation of compressed air cylinders that involve careful loading, unloading, and movement to prevent accidents, damage to cylinders, or potential exposure to explosive hazards.</li> <li>- No lone working: Implement a "buddy system" rule whereby workers are always required to have a partner or supervisor present when handling compressed air cylinders, so they can assist or intervene in case of potential hazards or emergencies.</li> <li>- Zone markings: Clearly mark designated storage and handling areas for compressed air cylinders, to ensure they are easily identifiable and accessible only to trained and authorised personnel.</li> <li>- Controlled environment: Store compressed air cylinders in a well-ventilated area, away from heat sources, flammable materials, or direct sunlight that could increase the risk of an explosion.</li> </ul>	2M	

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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
			<ul style="list-style-type: none"> <li>- Emergency response plans: Develop and communicate emergency response plans for incidents involving compressed air cylinders, including procedures for evacuation, containment, and notification of relevant authorities or emergency services.</li> <li>- Continuous improvement: Foster a culture of open communication and continuous improvement among workers to report any potential hazards, near misses or incidents involving compressed air cylinders, allowing timely identification and implementation of additional control measures as needed.</li> </ul>		
11. Disconnecting Air Supply	Uncontrolled hose whip, premature disconnection	3H	<ul style="list-style-type: none"> <li>- Proper training: Ensure that all workers operating, or in the vicinity of, air-powered tools are properly trained and competent in safely disconnecting the air supply.</li> <li>- Use of whip arrestors: Install whip arrestors on hoses to minimise the risk of uncontrolled hose whip, reducing the potential for injury.</li> <li>- Follow manufacturer's guidelines: Adhere to the manufacturer's instructions for safely disconnecting the air supply and using air-powered tools and equipment.</li> <li>- Communication: Maintain clear communication between workers when disconnecting the air supply, ensuring everyone is aware of the process and any potential hazards.</li> <li>- Disconnecting air supply: Slowly bleed out residual air pressure from the tool and the hose before disconnecting the air supply, preventing premature disconnection or accidental activation.</li> <li>- Proper PPE: Make sure that all workers are wearing appropriate personal protective equipment, such as safety goggles, gloves, and sturdy footwear, to minimise the risk of injury in case of an accident.</li> <li>- Equipment maintenance: Regularly inspect air hoses, connectors, and tools to ensure they are in good working condition, free from damage or wear that could lead to uncontrolled hose whip or premature disconnection.</li> <li>- Hose management: Keep hoses organised and clear of walkways, workspaces, and other potential trip hazards, minimising the chance of workers tripping or tugging on an attached hose.</li> <li>- Use of quick-disconnect fittings: Select quick-disconnect fittings designed for the specific air pressure and flow rate of your tools, reducing the chance of premature disconnection.</li> <li>- Securing tools: Ensure that all air-powered tools are securely fastened and properly supported when not in use or during the disconnection of the air supply.</li> <li>- Implement emergency procedures: Develop and consistently enforce clear emergency procedures, including immediate shutdown steps and reporting protocols in case of a disconnection incident, promoting a swift and effective response to accidents.</li> </ul>	1L	
12. Maintenance Activities	Exposure to hazardous chemicals, cuts and abrasions	2M		1L	

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
			<ul style="list-style-type: none"> <li>- Regular inspection and maintenance of air-powered tools: Ensure that all tools are checked for wear, damage, and proper operation before use to prevent the risk of accidents or exposure to hazardous chemicals.</li> <li>- Proper storage and handling of hazardous chemicals: Store all chemicals in designated, properly labelled containers and handle them as per the manufacturer's guidelines to miniimise the risk of accidental exposure.</li> <li>- Personal Protective Equipment (PPE): Wear appropriate PPE such as gloves, safety glasses, and long sleeves during maintenance activities to protect against cuts, abrasions, and chemical contact.</li> <li>- Tool user training: Ensure all workers using air-powered tools have undergone adequate training in safe handling, maintenance, and usage methods to mitigate risks associated with improper tool use.</li> <li>- Spill prevention and containment: Implement measures like secondary containment systems, drip trays, and absorbent mats to prevent spills of hazardous chemicals during maintenance activities.</li> <li>- Dispose of waste materials safely: Follow appropriate disposal procedures for used chemicals and other hazardous waste products according to local regulations and company protocols.</li> <li>- Keep First Aid kit and spill response kit readily available: Ensure necessary supplies and equipment for responding to injuries or chemical spills are easily accessible in case of an emergency.</li> <li>- Good housekeeping practices: Maintain a clean and orderly work environment to miniimise the build-up of debris, spills, or sharp objects that could contribute to hazards.</li> <li>- Ventilation and proper lighting: Adequate ventilation and lighting should be provided in the workspace to ensure proper air circulation and visibility during maintenance activities, reducing the chances of injury or exposure to harmful substances.</li> <li>- Consult Material Safety Data Sheets (MSDS): Regularly review the MSDS for all hazardous chemicals to stay informed about potential hazards, precautions, and proper handling methods to help reduce the likelihood of accidents or exposure during maintenance tasks.</li> </ul>		

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

## 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	□ 1	□ 2	□ 3	□ 4	□ 5	□ 6	□ 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;"><b>REVIEWED BY</b></td> <td style="width: 50%; border: none;"><b>DATE REVIEWED</b></td> </tr> <tr> <td style="border: none;"><b>SIGNATURE</b></td> <td style="border: none;"><b>DATE COMPLETED</b></td> </tr> </table>				<b>REVIEWED BY</b>	<b>DATE REVIEWED</b>	<b>SIGNATURE</b>	<b>DATE COMPLETED</b>
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