Barricading of Work Sites | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Barricading of Work Sites

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		
	NAME	SIGNATURE	DATE
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.			
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.			

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

ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY							
☐ Forklift	☐ Crane/s	☐ Hoist/s	☐ Excavator	☐ Backhoe/Loader	☐ Boom Lift	☐ EWP	☐ Genie Lift
☐ Trencher	☐ Drilling Rig	☐ Trucks	☐ Formwork	☐ Bobcat	☐ Flammable Gas	☐ Fuel	☐ Dozer
☐ High Voltage	☐ Mulcher	☐ Tilt-up Panels	☐ Roller	☐ Scissor Lift	☐ Tractor	☐ Other -	

RISK MATRIX

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION
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.

HEIRARCHY OF CONTROLS

Elimination
Remove the hazard.

Substitution
Replace the hazard.

Isolation
Isolate People from the hazard

Engineering
Isolate the hazard.

Administrative
Change the work.

PPE

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.

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
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable).

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.

When a SWMS has been revised, the person conducting a business or undertaking must ensure all:

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	Slips, trips and falls, Unsecured objects	3H	- Conduct a comprehensive risk assessment prior to the start of work to identify potential hazards related to slips, trips, falls and unsecured objects. - Establish designated walkways and ensure they are cleared of obstacles, debris, or slippery substances that could potentially cause accidents. - Install appropriate barriers such as fences, cones or temporary barricades, to clearly demarcate the work area from public access and prevent accidental entry. - Ensure proper use of Personal Protective Equipment (PPE) - this may include non-slip footwear, protective gloves or eyewear to reduce the likelihood of injury resulting from hazards present during the preparation phase. - Secure any loose materials, equipment or tools within the work site to prevent inadvertent movement or dislodgement, which could result in tripping hazards or injuries from falling objects. - Implement a clear housekeeping plan and assign specific responsibilities to team members for maintaining a clean and organised work environment. - Regularly inspect the work area to identify and rectify any new slip, trip or fall hazards that may emerge during work progress or due to changing weather conditions. - Provide training and information to all workers regarding the potential hazards associated with their work tasks, along with practical demonstrations on how to mitigate these risks through adherence to established control measures. - Develop an emergency response plan outlining the necessary steps to be taken in case of injuries or incidents involving slips, trips or falls or unsecured objects on the work site. - Continuously monitor and review the effectiveness of implemented control measures, taking feedback from workers and adjusting strategies accordingly to best manage risks and maintain a safe working environment.	2M	
2. Site Assessment	Uneven surfaces, Overhead hazards	3H	- Conduct a thorough site inspection prior to commencing work to identify and locate any uneven surfaces, overhead hazards, and other potential risks. - Ensure all workers are familiar with the identified hazards and are provided with general safety guidelines on how to move around safely at the work site. - Establish and maintain a designated walkway with proper signage and floor markings to mitigate the risk associated with uneven surfaces or slippery areas. - Use appropriate barricading and warning signs to isolate or highlight the hazardous areas and communicate any necessary restrictions to the workers. - Install temporary ramps or walkways to level out uneven surfaces, while ensuring these solutions are stable, secure, and slip-resistant.	2M	

Authorised by
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			- Provide workers with suitable personal protective equipment (PPE), including hard hats, high visibility vests, and slip-resistant footwear to miniimise injury potential from overhead hazards or unstable ground conditions.		
			- Implement a regular inspection and maintenance schedule for the entire work site to ensure ongoing safety and compliance with workplace health and safety regulations.		
			- Train workers in safe lifting and carrying techniques to reduce the risk of injuries, particularly when navigating uneven work surfaces.		
			- Utilise fall protection systems, such as guardrails and safety nets, when working at heights or near overhead hazards that cannot be eliminated.		
			- Restrict access to designated work zones, particularly when heavy machinery or tools are involved, to prevent unauthorised entry and ensure compliance with safety protocols.		
			- Clearly mark overhead hazards, such as exposed beams or low-hanging equipment, with brightly colored tape or signs to draw attention to potential risks.		
			- Encourage open communication amongst the team to report new or existing hazards, incidents, or near-misses, as well as suggestions for improved safety measures.		
			- Engage with external specialist support, if needed, to assess more complex hazards or to propose innovative solutions for managing risk on the work site.		
			- Regularly review and update the Safe Work Method Statement (SWMS) and risk assessments to ensure the effectiveness of control measures and implementation of any necessary improvements.		
3. Barricade Installation	Manual handling injuries, Sharp edges	2M	- Ensure proper training in manual handling techniques for workers involved in barricade installation, including methods of lifting, carrying, and setting up barricades.	1L	
			- Provide appropriate personal protective equipment (PPE) such as gloves and safety footwear to miniimise the risk of cuts, abrasions, or other injuries from sharp edges or heavy objects.		
			- Perform a pre-worksite assessment to identify any potential hazards that may arise during barricade installation due to uneven terrain or unstable surfaces, adjusting plans accordingly to ensure a safe work environment.		
			- Keep the work area clean and free of clutter to miniimise the chances of trips, slips, or falls while moving equipment and installing barricades.		
			- Use mechanical aids and equipment whenever possible, such as lifting devices for heavy objects, to reduce the physical strain on workers during manual handling tasks.		

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			- Regularly inspect and maintain tools and equipment used for barricade installation, ensuring they are functioning correctly and safely, with no damaged components or sharp edges that could cause injury. - Implement a buddy system where workers assist each other in lifting and maneuvering heavy objects during barricade installation to reduce the risk of manual handling injuries. - Ensure that adequate rest breaks are scheduled throughout the workday to prevent worker fatigue, which can increase the risk of accidents or injuries during manual handling tasks. - Communicate and enforce proper hand placement and grip techniques when handling objects with sharp edges to miniimise the risk of cuts or other injuries. - Develop an emergency response plan to be followed in case of a barricade installation-related incident, including first-aid measures, evacuation routes, and notification procedures for relevant authorities if necessary. - Monitor workers' adherence to control measures and best practices during the installation process, providing regular feedback, updates, and ongoing training as required to promote a culture of safety and vigilance at the worksite.		
4. Signage Placement	Not clearly visible, Incorrect signage	2M	- Conduct a thorough risk assessment prior to commencing the work, ensuring that potential hazards are identified and effective control measures are put in place. - Ensure all workers involved in the signage placement process have completed relevant training and are competent in identifying appropriate signage for the corresponding work site. - Develop a clear signage plan that details the specific locations of each sign, taking into account visibility and proximity to any hazardous areas or equipment. - Regularly inspect and maintain signage, replacing any damaged, worn-out, or illegible signs immediately to ensure clear communication with workers and visitors. - Utilise reflective or high contrast materials on signage so that they remain clearly visible during all hours of operation, including low-light conditions. - Place temporary signs or barricades in positions where they can be easily seen by workers and visitors, ensuring they don't obstruct sightlines or create additional hazards. - Include detailed and concise written instructions along with universally recognized symbols or pictograms on signs to improve communication with non-English speakers or those who may struggle with written instructions. - Verify that all applicable regulatory requirements regarding signage specifications and placements are met, communicating with local authorities when necessary. - Keep a log of all signage placements, noting any updates or changes and reviewing the effectiveness of the signage plan regularly, adjusting as needed.	1L	

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			- Continuously communicate the importance of proper signage to workers on the job site, reinforcing safety protocols, and encouraging them to report any issues or discrepancies. - Assign a designated team member or supervisor to oversee signage placement and monitor compliance with established guidelines, ensuring ongoing adherence to safe work practices.		
5. Hazard Communication	Inadequate communication, Language barriers	2M	- Implement a site-specific communication plan: Establish a communication plan for the project that outlines the methods and responsibilities for relaying information, including how hazards will be communicated to workers and stakeholders. - Conduct toolbox talks and safety briefings: Regularly hold toolbox talks and safety briefings to discuss specific hazards associated with the work step, ensuring all workers are familiar with control measures in place. - Use clear signage and instructions: Display appropriate signs in easy-to-understand language, with universally recognized symbols when possible, to communicate hazards and required actions associated with barricading of work sites. - Provide multilingual resources and support: If language barriers are present within the workforce, offer translated materials and bilingual resources to ensure all workers can access important safety information. - Utilise technology for efficient communication: Employ radio or other electronic communication devices where necessary to coordinate activities and provide timely hazard updates, especially during high-risk periods. - Assign competent communications personnel: Ensure managers and supervisors are skilled communicators and have a strong understanding of the work step and associated hazards to effectively convey information and answer questions from workers. - Encourage feedback and open communication: Promote a culture of reporting and sharing information about potential hazards, allowing for continuous improvement and adjustment of control measures. - Establish an emergency response plan: Develop an emergency response plan specific to the project and ensure it is clearly communicated to all workers involved. - Offer comprehensive training programs: Provide regular, thorough training for all team members on hazard communication, job-specific hazards, and the use of control measures associated with the work step. - Continuously monitor and update communication methods: Regularly review the effectiveness of the communication plan and make any necessary changes as new hazards emerge, work processes evolve, or worker feedback suggests areas for improvement.	1L	
6. Equipment Inspection	Faulty equipment, Damaged tools	3H		2M	

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			- Regular equipment inspection: Conduct routine inspections on all tools and equipment used in the workplace to identify any potential faults or damage before starting work. - Proper storage: Store all tools and equipment in a safe and organised manner when not in use, protecting them from physical damage and ensuring they remain in good condition. - Equipment maintenance: Implement a scheduled maintenance programme for all tools and equipment to ensure they are functioning correctly and efficiently. - Quality assurance: Purchase equipment and tools from reputable suppliers and manufacturers to ensure high-quality products that are durable and resistant to faults. - Training and certification: Provide workers with the necessary training and certifications to operate equipment and tools safely and efficiently, as well as how to recognise potential hazards. - Pre-start checks: Encourage workers to perform pre-start checks on their equipment and tools to identify any faults or damage before beginning their tasks. - Reporting system: Establish a clear reporting system for workers to follow if they identify faulty or damaged equipment, enabling quick resolution of the issue. - Repair or replacement policy: Ensure that any faulty or damaged equipment is either repaired by qualified technicians or replaced with a new piece to prevent further issues and accidents. - Protective gear: Provide workers with appropriate protective gear, such as gloves and safety glasses, to miniimise the risk of injury when handling tools and equipment. - Safe disposal: If a tool or piece of equipment is deemed beyond repair, adhere to proper disposal procedures to ensure the safe removal and replacement of the item.		
7. Traffic Management	Collision with vehicles, Pedestrian accidents	3H	- Implement traffic management plans: Develop and implement a comprehensive traffic management plan that includes the designation of work zones, traffic flow paths, and access points, reducing the risk of collisions and pedestrian accidents. - Install clear signage: Install visible and easily understandable signs at crucial locations throughout the worksite to direct pedestrian and vehicular traffic and miniimise confusion or miscommunication. - Utilise trained personnel: Employ qualified personnel to direct both pedestrian and vehicle movement within the worksite, ensuring everyone is aware of the designated travel paths. - Establish walkways and exclusion zones: Create dedicated walkways for pedestrians separate from the vehicular movement areas with proper barricades and markings, minimising interaction between these two groups.	1L	

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			- Utilise high-visibility clothing and accessories: Ensure all workers wear high-visibility vests and other appropriate safety apparel to increase their visibility to vehicle operators and further reduce accident risks. - Provide extensive employee training: Train all employees on workplace health and safety policies, procedures, and protocols related to traffic management to ensure they are well-equipped to handle the specific hazards in their work environment. - Miniimise traffic during peak hours: Schedule heavy vehicular movements only during off-peak hours, minimising chances of collision and congestion. - Employ regular inspections and monitoring: Conduct regular inspections and timely maintenance of all traffic management systems, including signs, barricades, and detour routes, to ensure their ongoing effectiveness. - Implement effective communication: Use two-way radios, hand signals, or other established communication methods among supervisors, drivers, and traffic controllers to maintain awareness of changing conditions and potential hazards. - Conduct regular reviews: Regularly review the effectiveness of traffic control measures in response to incidents or near misses, as well as changes to the worksite layout or conditions, and make any necessary adjustments to mitigate risks further.		
8. Monitoring Work Area	Inadequate supervision, Distracted workers	2M	- Implement a strict supervision protocol for monitoring work areas, ensuring that a competent supervisor is always present to oversee worker activities and adherence to safety guidelines. - Establish pre-shift briefings to discuss daily tasks and potential obstacles, promoting awareness among team members of the importance of proper work area management and potential hazards. - Regularly review applicable Workplace Health and Safety guidelines with workers, ensuring they remain up-to-date with best practices and any changes in relevant rules or regulations. - Incorporate rest breaks for operators and workers at regular intervals, helping to miniimise fatigue and maintain focus on the task at hand. - Encourage open communication channels between management and employees, fostering an environment where workers feel comfortable raising concerns about potential work area hazards. - Implement periodic inspections of barricading equipment and work site setups, identifying and rectifying any deficiencies before they escalate into larger issues. - Develop a comprehensive training programme for all staff members, emphasising safe work practices, hazard identification, and proper operation of barricading equipment.	1L	

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			- Utilise visual aids such as signage, posters, and colored indicators to help alert workers to designated hazard zones and reinforce proper barricading procedures for work sites. - Enforce a strict zero-tolerance policy for distractions on the job site, prohibiting mobile phone use or engaging in unrelated tasks during designated work hours. - Conduct regular audits of work area safety measures, identifying areas for potential improvement and implementing necessary changes to ensure ongoing compliance with Workplace Health and Safety standards.		
9. Barricade Maintenance	Loose fastenings, Wear and tear	2M	- Regular inspection: Conduct frequent visual inspections to ensure that barricades have no loose fastenings or wear and tear that may compromise its stability. - Proper installation: Ensure barricades are properly installed and secured according to the manufacturer's guidelines, with appropriate fastenings suitable for the work environment. - Use quality materials: Utilise high-quality, durable materials for barricades that are specifically designed to withstand the rigors of a construction site or other heavy-duty work environments. - Adequate signage: Provide clear, visible signage around the barricade area to inform personnel of potential hazards and keep unauthorised individuals from entering the work zone. - Immediate repairs: Address any identified hazards such as loose fastenings or signs of wear and tear immediately to avoid accidents and guarantee the barricade's effectiveness in maintaining safety. - Access restriction: Restrict access to areas with identified hazards until necessary repairs or replacements have been made to maintain the integrity of the barricade system. - Training and education: Ensure all workers are trained in proper barricade maintenance practices and are equipped to identify potential hazards and take appropriate actions to mitigate risks. - Ongoing monitoring: Continuously monitor the barricades' condition during the course of the project, taking note of any changes that could impact their efficacy. - Fall-back plans: Develop contingency plans to address possible failures in the barricade system, including alternative means of securing the work area or evacuating personnel in case of an emergency. - Documentation: Keep detailed records of barricade maintenance activities, including the dates of inspections, findings, repairs, and replacements, to help track the overall health of the safety measures in place and inform future improvements.	1L	
10. Unauthorised Access	Trespassing, Vandalism	1L	- Erecting highly visible and secure fencing around the perimeter of the work site to prevent unauthorised entry.	1L	

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			- Installing warning signs at all entrance points to inform the public about potential dangers and restricted access to the work site. - Establish and maintain a site-specific access control system, including issuing ID cards or badges to authorised personnel. - Providing security personnel on-site during work hours and after-hours to monitor access points and deter trespassing. - Ensuring that all equipment and valuable materials are securely locked away when not in use to reduce the risk of theft and vandalism. - Implementing a visitor management system requiring visitors to sign in and out, and be accompanied by authorised personnel while on site. - Using surveillance cameras and motion sensors to monitor sensitive areas, enabling quick response to potential security threats. - Conducting regular inspections of the site perimeter, looking for breaches or weak spots, and addressing any issues accordingly. - Training workers to be aware of their surroundings and report any suspicious individuals or activities immediately. - Establishing and clearly marking designated entrances and exits for the purpose of controlling access and allowing emergency egress. - Providing ample lighting around the work site perimeter, especially at entry points, to deter unauthorised access at night. - Developing emergency procedures to handle unauthorised access incidents, ensuring all workers are aware of and prepared for such situations. - Routinely assessing the effectiveness of implemented control measures, making adjustments as necessary to maintain a secure work site.		
11. Emergency Procedures	Lack of emergency planning, No designated evacuation route	4A	- Develop a comprehensive emergency response plan, including details specifically tailored to the site's potential hazards and risks. - Ensure all workers and personnel have completed required training on emergency procedures according to the site-specific emergency response plan. - Implement a clearly defined chain of command to ensure effective communication during emergencies. - Designate an emergency coordinator to oversee the implementation of emergency procedures and ensure that they are updated as needed. - Establish designated evacuation routes for different areas of the work site and provide maps and directions to these routes in accessible and highly visible locations. - Post emergency contact information at strategic points throughout the work site, such as near telephones, exits, or gathering areas.	2M	

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			- Regularly inspect and maintain emergency equipment, like fire extinguishers, first aid kits, and spill containment materials. - Schedule periodic fire and emergency drills to familiarise workers with procedures and help identify any weaknesses in response plans. - Ensure proper storage of hazardous materials and adherence to guidelines set forth by regulatory agencies like Safe Work Australia, to miniimise emergency risks. - Establish specific procedures for transportation-related emergencies, such as spills, collisions, or vehicle breakdowns, if applicable. - Equip each worker with a personal emergency notification device, such as a whistle or air horn, to be used in the event of an emergency. - Provide high-visibility warning signs at crucial points along evacuation routes to guide staff during an emergency. - Create an emergency communication plan to quickly notify relevant authorities, families of affected employees, and associated organizations (e.g. contractors, suppliers) in case of an incident. - Conduct regular audits of emergency preparedness measures and update policies and procedures accordingly, based on identified gaps or changes in workplace conditions.		
12. Barricade Removal	Manual handling injuries, Damage to property	2M	- Ensure that workers wear appropriate personal protective equipment (PPE), such as gloves and high-visibility vests, to miniimise the risk of injury during barricade removal. - Provide adequate manual handling training for workers responsible for removing barricades, focusing on lifting techniques that reduce the risk of injuries. - Assess the weight of barricades before attempting to remove them and use appropriate lifting equipment, like trolleys or cranes/mechanical aids, for heavy loads. - Encourage workers to work in pairs to help spread the load when manually removing barricades, reducing the risk of individual overexertion. - Establish a clear removal plan detailing the order of barricades to be taken down to ensure smooth navigation and limit any unnecessary manual handling. - Regularly inspect and maintain all tools and equipment used in the removal process to ensure their safe operation. - Ensure the work area is kept clean, tidy, and free from obstructions or tripping hazards during the barricade removal process. - Implement and adhere to a designated exclusion zone around the work site during barricade removal to reduce the risk of injury to bystanders or damage to property.	1L	

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			- Communicate with other team members or site personnel to coordinate the safe removal of the barricades and agree on a proposed pedestrian and vehicle access route once the barricades are removed. - Erect temporary signage and warning devices during the barricade removal process to alert others of potential hazards and restricted access. - Properly store and transport dismantled barricades off-site to prevent damage to property by ensuring they are secured to prevent movement in transit. - Perform a thorough inspection of the worksite after the completion of barricade removal to confirm that all hazards have been addressed appropriately and the area is safe for regular traffic and access.		

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

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

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

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

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

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

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

Model Codes of Practice

- 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

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

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

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- 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	☐ 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.	☐	☐	
Names and signatures of all relevant personnel consulted during the development of the SWMS.	☐	☐	
Name, signature, position and date signed of the person approving the SWMS.	☐	☐	
Specific personnel and qualifications, experience is noted in the SWMS.	☐	☐	
Provides a step-by-step process of tasks required to carry out the activity or task.	☐	☐	
Adequate risk assessment of any identified hazards has been completed.	☐	☐	
Foreseeable hazards are identified and documented for each step.	☐	☐	
Any hazards listed in any site risk assessments have been added to the SWMS.	☐	☐	
SWMS initial risk (IR) column as well as residual risk (RR) columns completed.	☐	☐	
Check control measures added to the SWMS are the most effective selections.	☐	☐	
Responsible person is assigned and listed on the SWMS for the implementation of control measures.	☐	☐	
Permit requirements specified, such as Hot Work, Electrical Work, Work at Heights etc.	☐	☐	
SWMS identifies plant and equipment to be used.	☐	☐	
Details of inspection checks required for any equipment listed are noted on the SWMS.	☐	☐	
Describes any mandatory qualifications, experience, training or skills required to perform the work.	☐	☐	
Applicable personal protective equipment is selected on the SWMS.	☐	☐	
Lists any required permits or licenses.	☐	☐	
Reflects and documents any legislative references and/or Australian Standards.	☐	☐	
Identifies any hazardous substances used with specific control measures in line with any SDS.	☐	☐	

REVIEWED BY		DATE REVIEWED	
SIGNATURE		DATE COMPLETED	