

Battery Safety | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Battery Safety

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:
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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.

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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"> persons involved in the work are advised that a revision has been made and how they can access the revised SWMS; 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, 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	Falls from heights, Manual handling injuries	2M	<ul style="list-style-type: none"> - Conduct a thorough risk assessment before commencing work to identify potential hazards and establish appropriate control measures. - Ensure that workers are properly trained in manual handling techniques and are aware of the correct procedures for lifting, carrying, and moving batteries. - Provide appropriate personal protective equipment (PPE) for workers, such as gloves, safety footwear, and back support belts if necessary. - Establish clear exclusion zones around the work area to prevent unauthorised access and reduce the risk of falls from heights. - Utilise mechanical aids, such as trolleys or hoists, whenever possible to assist with the movement and handling of batteries to minimise manual handling risks. - Implement a strict 'no lone working' policy for tasks involving working at height, ensuring that team members always have assistance and supervision when necessary. - Establish designated walkways and ensure these are kept free of obstructions to minimise trip hazards and maintain a safe working environment. - Implement regular inspection and maintenance schedules for equipment used in battery handling, such as ladders, scaffolding, and harnesses, to ensure their safe operation and reliability. - Encourage open communication between team members, allowing workers to report any concerns regarding falls from heights or manual handling injuries promptly without fear of reprisal. - Maintain accurate records of all workplace incidents involving falls or manual handling injuries, analysing trends and implementing corrective actions to continuously improve workplace health and safety practices. - Regularly review and revise the SWMS to ensure relevance and effectiveness, incorporating new technologies, best practices, or legislative changes as necessary to optimise battery safety in the workplace. 	1L	
2. Battery Transportation	Battery leaks, Heavy lifting injury	3H	<ul style="list-style-type: none"> - Ensure that all batteries are appropriately packaged in accordance with the manufacturer's recommendations and relevant safety standards, including materials to absorb any potential leaks or spills. - Securely fasten battery packages in the transport vehicle to prevent movement during transit, minimising the risk of damage, leakage or spillage. - Train personnel involved in battery transportation on the proper handling techniques, including lifting heavy batteries using correct body mechanics to reduce the risk of injury. - Use mechanical lifting aids such as forklifts, carts, or trolleys to handle larger, heavier batteries, minimising the risk of manual injuries during loading and unloading. 	2M	

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			<ul style="list-style-type: none"> - Provide necessary personal protective equipment (PPE) to workers, including gloves, safety goggles, and appropriate footwear to protect against potential exposure to hazardous materials or heavy lifting injuries. - Clearly label all battery packages with indications of the hazard posed by their contents, ensuring relevant handling precautions are communicated to transport personnel. - Regularly inspect delivery vehicles for signs of leaks or damage before transporting batteries, addressing any issues promptly to maintain a high standard of safety during transit. - Maintain communication among transport personnel throughout the journey, with regular check-ins to ensure timely notification and response to any potential incidents that may occur during transportation. - Prepare a contingency plan for responding to emergencies during battery transportation, such as leaks or spills, including guidelines for containment, cleanup, and disposal of hazardous materials. - Limit the time batteries are stored in a transport vehicle, particularly in extreme temperatures, to reduce the risk of battery leaks or other temperature-related hazards. - Implement no-smoking policies and enforce prohibition of open flames near battery transportation areas to minimise the possibility of ignition of leaked battery fluids or gases. - Ensure transport personnel are knowledgeable about the appropriate weight restrictions and capacities for their mode of transportation to avoid overloading and creating additional risks during battery transportation. - Routinely evaluate and refine transportation procedures to identify areas for improvement and continuously enhance the overall safety of battery transportation operations. - Consider conducting internal audits or engaging third-party inspectors to review battery transportation practices, ensuring compliance with workplace health and safety regulations and identifying any potential areas for improvement. 		
3. Battery Inspection	Exposure to battery acid, Electrical shock	3H	<ul style="list-style-type: none"> - Proper training: Ensure that all workers handling and inspecting the batteries are adequately trained on safe battery handling procedures, potential hazards, and emergency response. - Personal Protective Equipment (PPE): Provide suitable PPE such as gloves, safety glasses, and face shields to prevent exposure to battery acid and minimise the risk of electrical shock. - Insulated tools: Use non-conductive or insulated tools when working with or around batteries to reduce the risk of electrical shock. 	1L	

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			<ul style="list-style-type: none"> - Regular inspections: Conduct periodic inspections of batteries for leakage, corrosion, and damage to ensure early detection of issues and prompt corrective actions. - Battery isolation: When possible, isolate the power supply or disconnect the battery terminals before inspection, reducing the chance of electrical discharge during the process. - Safety signage: In addition to proper labeling of batteries, display clear and visible warning signs about electrical hazards and battery acid in the work area. - Ventilation: Ensure good ventilation in the battery storage and inspection areas to avoid the buildup of potentially hazardous gases. - Securely store batteries: All batteries should be securely stored in designated areas, preventing any accidental damages or spillages during inspection. - Spill containment: Have spill containment materials readily available in case of a battery acid leak or spill, enabling quick and effective clean-up. - Emergency eye-wash station: Install an emergency eye-wash station near the work area for immediate access in case of accidental exposure to battery acid. - First-aid kit: Maintain a fully stocked first-aid kit on site, ensuring it includes appropriate treatment supplies for chemical burns and electrical injuries. - Safe disposal practices: Promptly dispose of damaged or leaking batteries according to local regulations and guidelines to reduce the risk of exposure to hazardous substances. - Communications plan: Develop and implement a clear communication plan for workers to raise concerns about battery-related hazards and request assistance if needed. - Conduct regular reviews and updates: Periodically review and update the SWMS to include new guidelines, industry best practices, and lessons learned from previous incidents. This ensures that control measures remain up-to-date and effective in managing risks associated with battery inspection tasks. 		
4. Ventilation Setup	Inadequate airflow, Overheating	2M	<ul style="list-style-type: none"> - Install and maintain proper ventilation systems in the battery storage area to ensure continuous airflow. - Regularly inspect and clean vents, fans, and ducts for dust and debris that could potentially block airflow. - Ensure that the area where batteries are stored has sufficient air changes per hour (ACH) as per industry guidelines and local regulations. - Set up an HVAC system to control temperature and humidity levels in the battery storage room to prevent overheating. - Establish clear signage indicating the correct airflow patterns in the storage area to facilitate the effective flow of fresh air. 	1L	

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			<ul style="list-style-type: none"> - Store batteries in a well-ventilated area, away from direct sunlight or heat sources, to prevent overheating. - Implement a regular inspection schedule for checking the conditions of the batteries, including any signs of swelling or overheating. - Train employees in the identification of potential ventilation issues and provide them with protocols for reporting concerns immediately to minimise risks. - Utilise temperature monitoring devices to keep track of the ambient temperature in the battery storage area and trigger alarms when necessary. - Maintain a safe distance between batteries during charging, ensuring that there is sufficient airflow around each battery on all sides. - Use appropriate spill containment measures such as trays, barriers, and absorbent materials to prevent the leakage of battery chemicals affecting the surrounding environment and posing a risk to health and safety. - Ensure Personal Protective Equipment (PPE) is available for workers, including respiratory protection if required, to safeguard them from exposure to hazardous substances when working in areas with inadequate ventilation. - Establish an emergency response plan detailing the appropriate steps for addressing incidents related to poor ventilation and overheating to ensure swift action when needed, minimising the impact on employee health and safety. 		
5. PPE Donning	Equipment malfunction, Incorrect usage	2M	<ul style="list-style-type: none"> - Provide comprehensive training to all workers on the proper use and maintenance of PPE, ensuring they are aware of potential risks associated with incorrect usage or malfunctioning equipment. - Regularly inspect and maintain all PPE, including battery safety equipment such as gloves, goggles, face shields, and aprons, following the manufacturer's guidelines and recommendations. - Clearly communicate the importance of using PPE in accordance with company policy and industry standards, fostering a culture of safety. - Ensure that all workers have access to the correct-sized PPE, allowing them sufficient time to try on and adjust their protective gear prior to commencing work tasks. - Encourage effective communication by facilitating open discussions about the importance of PPE amongst team members, addressing any concerns or questions that they may have. - Establish a system for monitoring compliance with PPE requirements, including regular worksite inspections, and document findings to identify areas for improvement. - Implement a clear reporting system for any instances of equipment malfunction, encouraging workers to immediately report issues so that appropriate corrective actions can be taken. 	1L	

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			<ul style="list-style-type: none"> - Promote awareness of the potential hazards associated with the incorrect usage of PPE, sharing relevant information and experiences from within the company, as well as external resources such as case studies or industry reports. - Replace damaged or worn-out PPE immediately to minimise the risk of equipment malfunction, while also ensuring that workers have access to backup PPE if needed. - Conduct regular reviews of the company's PPE policy to ensure its continued effectiveness, taking into consideration changes in industry standards, regulations, and technological advancements. - Develop an easy-to-follow step-by-step guide for donning and doffing PPE, complete with visual aids such as diagrams, to assist workers with correctly utilising their protective gear. - Encourage workers to assist one another in the correct donning and doffing of PPE, fostering a supportive team environment and promoting adherence to best practices. - Update and maintain a detailed inventory of battery safety PPE, tracking usage rates and ensuring adequate stock levels are maintained on-site at all times. 		
6. Battery Removal	Accidental discharge, Structural damage	3H	<ul style="list-style-type: none"> - Properly disconnecting the battery: Ensure that the appropriate steps are taken to disconnect a charged battery, starting with turning off all devices connected to it and then removing the negative connector first, followed by the positive one. - Use of personal protective equipment (PPE): Workers should be wearing necessary PPE such as gloves, safety goggles, and/or face shields when handling batteries to prevent any accidental skin contact or eye exposure to corrosive materials. - Utilization of insulated tools: Using non-metallic and insulated tools while working on battery removal can help prevent electrical shocks and short-circuit risks. - Battery lifting and carrying techniques: Workers must be trained to employ proper body mechanics when lifting and moving heavy batteries to avoid potential damage to the structure or strain injuries. - Spill containment resources: Having spill containment kits readily available for immediate use can mitigate the impact of accidental leakage, ensuring timely containment and prompt cleanup. - Secure storage during transport: Batteries must be securely stored and transported using appropriate means such as battery racks or specialised containers, to avoid any unintentional impacts or damages. - Inspection before removal: Thoroughly inspect the battery and the surrounding area for any signs of damage, corrosion, or leaks prior to removal. - Proper ventilation of the work area: Ensure adequate ventilation is in place where batteries are being removed, which can help dissipate any fumes released during the process and minimise toxicity risks. 	2M	

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			<ul style="list-style-type: none"> - Regular maintenance of equipment: Regularly inspect, maintain, and service any tools or equipment used for battery removal, to keep them functioning correctly and safely. - Designated battery disposal area: Establish a clearly marked, designated area for battery disposal to ensure that waste is managed expediently and does not create additional hazards. - Clear communication between workers: Implement clear channels of communication amongst workers, including hand signals or verbal instructions, to coordinate safe battery removal and minimize risk of mishaps. - Emergency response plan: Develop and communicate an emergency response plan, including first aid and fire extinguisher procedures, to be prepared in case of any accidents or emergencies during battery removal operations. 		
7. Neutralization Process	Chemical burns, Acid spillage	4A	<ul style="list-style-type: none"> - Proper Training: Ensure all workers involved in the neutralization process are provided with appropriate training on handling chemicals, understanding potential hazards, and implementing emergency procedures. - Use of Personal Protective Equipment (PPE): Workers should wear adequate PPE, including chemical-resistant gloves, goggles, aprons or coveralls, and safety boots to protect against chemical burns and acid spillage. - Implement a Spill Response Plan: Develop and regularly review a comprehensive spill response plan, which includes instructions for containing and cleaning up spills, disposing of waste materials, and notifying relevant authorities if necessary. - Clear Signage and Labeling: Clearly label all containers and work areas with hazard warnings, and display clear signage outlining safe handling practices and emergency procedures. - Safe Storage of Chemicals: Store acids and other hazardous materials in suitable, clearly labelled containers with secondary containment to minimize the risk of accidental spillage or leakage. - Proper Ventilation: Ensure the workspace has adequate ventilation to prevent the build-up of harmful fumes during the neutralization process. - Regular Equipment Maintenance: Conduct regular inspections and maintenance on equipment used in the neutralization process to ensure it remains in optimal working condition and minimizes the risk of accidents or malfunctions. - Emergency Eye Wash Stations and Showers: Install and maintain easily accessible emergency eye wash stations and showers for immediate decontamination in case of chemical exposure. - Strict Standard Operating Procedures (SOPs): Develop and enforce strict SOPs for the battery neutralization process, outlining step-by-step instructions and specific responsibilities for each worker. 	3H	

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			<ul style="list-style-type: none"> - Supervision and Monitoring: Designate an experienced supervisor to closely monitor the neutralization process and promptly address any safety concerns or deviations from proper procedure. - Chemical Waste Disposal: Ensure proper disposal methods are in place for hazardous waste generated during the neutralization process, complying with all relevant regulations and guidelines. - First-Aid Kit Availability: Maintain well-stocked first-aid kits on-site, with specific supplies to address chemical burns and other related injuries. - Regular Safety Audits and Reviews: Conduct periodic safety audits of the battery neutralization process to identify areas for improvement, provide feedback to workers, and update procedures as necessary to mitigate potential hazards. 		
8. Terminal Cleaning	Electrical short circuit, Fire hazard	3H	<ul style="list-style-type: none"> - Make sure the terminals are cleaned by trained and qualified personnel, familiar with battery safety procedures and relevant standards. - Utilise appropriate personal protective equipment (PPE) such as gloves, safety glasses, and fire-resistant clothing while performing terminal cleaning tasks. - Before cleaning the terminals, completely isolate or disconnect the battery from any equipment, ensuring there is no electrical flow to the terminals. - Clean the work area surrounding the battery terminal to ensure that it is free of any flammable or combustible materials. - Double-check for corrosion or damage to the battery terminals and cables prior to cleaning to prevent undesired reactions or possible short circuits. - Utilise appropriate non-conductive tools and cleaning agents while performing the terminal cleaning task, avoiding metallic or conductive materials that could cause a short circuit. - Regularly inspect and maintain all equipment used in terminal cleaning for damage or wear that could compromise safety. - Ensure proper ventilation during the cleaning process to prevent the build-up of hazardous gases like hydrogen, which might lead to a fire hazard. - Keep a fire extinguisher kept on hand during the terminal cleaning process and ensure that it is in good working condition. - Establish a defined emergency response plan and make sure workers are well-trained in executing these plans should an incident arise. - Schedule regular terminal cleaning routines to minimise buildup and potential hazards, lowering the risk for potential incidents. - Place warning signs around the work area to caution other employees about potential risks, maintaining awareness of ongoing terminal cleaning tasks. 	1L	

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			<ul style="list-style-type: none"> - Implement a job-specific standard operating procedure (SOP) within the workplace for battery terminal cleaning, and ensure all employees undertaking this task are fully trained and competent. - Conduct regular audits and reviews of the battery terminal cleaning procedure to ensure continued adherence to workplace health and safety policies and identify areas for improvement. 		
9. Level Checking	Overfilling, Spillage	2M	<ul style="list-style-type: none"> - Ensure proper training: All personnel involved in the level checking process should be adequately trained and familiar with battery safety procedures. - Use appropriate personal protective equipment (PPE): Require workers to wear safety goggles, gloves, and protective clothing during the level checking process to prevent contact with battery acid or any spilled fluids. - Follow manufacturer guidelines: Always adhere to the manufacturer's recommendations for level checking and filling, ensuring that maximum and minimum fill lines are respected. - Implement a regular inspection schedule: Conduct routine inspections of the battery systems to confirm they are properly maintained and not at risk for overfilling or spillage. - Clear signage and labeling: Label battery containers and storage areas with clear and concise safety instructions, indicating the acceptable limits and precautions related to level checking. - Use suitable tools and equipment: Employ designated measuring devices and funnels designed specifically for battery use to ensure accurate level checks without spillage. - Maintain a clean work area: Regularly clean the workspace around the battery storage and level checking station to prevent slips and falls caused by potential spills. - Perform level checks on stable surfaces: Verify that batteries are placed on flat, non-slippery surfaces during level checks to minimise the risk of spillage. - Dispense liquid slowly: Carefully pour electrolytes or other liquids into the battery at a slow, consistent pace to limit overfilling and possible spillage. - Establish emergency response procedures: Develop and communicate clear protocols for addressing spills and overflow situations, including the proper containment and cleanup methods as well as the need to notify supervisors. - Store materials safely: Keep all materials required for level checking, such as electrolytes and measuring devices, in designated and secure locations when not in use. - Implement double-check procedures: Encourage workers to double-check the levels after filling to ensure accuracy and reduce the risks associated with overfilling and spillage. 	1L	

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			<ul style="list-style-type: none"> - Dispose of waste responsibly: Properly manage any excess fluids, used PPE, or tools according to local regulations to minimise the risk of accidental exposure. - Encourage open communication: Foster a workplace culture that encourages workers to speak up about potential safety issues and collaboratively develop strategies to mitigate risks associated with battery level checks. 		
10. Battery Charging	Overcharging, Explosion risk	4A	<ul style="list-style-type: none"> - Regularly inspect the charging system: Ensure that the battery chargers are in good working condition and are properly calibrated to prevent overcharging which can lead to a possible explosion. - Adequate ventilation: Provide sufficient ventilation in the area where batteries are being charged to prevent accumulation of hydrogen gas, reducing the risk of explosion. - Use appropriate PPE: Require workers to wear necessary personal protective equipment such as safety goggles, gloves, and aprons while handling and charging batteries to minimise potential hazards. - Training and awareness: Ensure all staff involved in battery charging operations are adequately trained on correct procedures, hazard identification, and emergency response. - Follow manufacturer guidelines: Always adhere to the manufacturer's instructions for proper charging practices, including correct charging voltage, current, and duration. - Prohibit smoking and open flames: Enforce strict no-smoking and no-open flame policies near battery charging areas to minimise explosion risks from combustible gases. - Regular maintenance and inspections: Perform routine checks and maintenance on batteries to identify and address any signs of damage or corrosion before they escalate into bigger issues. - Spill containment measures: Utilise spill containment trays and absorbent materials to contain and clean up any accidental electrolyte spills during the charging process. - Emergency response plan: Establish a comprehensive emergency response plan, including the availability of firefighting equipment, eyewash stations, and first aid kits, in case of an incident during battery charging operations. - Proper signage: Post clear warning signs and safety reminders in battery charging areas to keep workers aware of potential hazards and remind them to follow established safety protocols. 	2M	
11. Personal Hygiene	Cross-contamination, Skin irritation	2M	<ul style="list-style-type: none"> - Provide appropriate hand-washing facilities, including soap and running water, to facilitate regular handwashing and ensure employees maintain good personal hygiene. 	1L	

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			<ul style="list-style-type: none"> - Encourage workers to wash their hands properly and frequently, particularly after handling batteries or any contaminated materials, and before eating, drinking or smoking. - Make sure that workers wear appropriate personal protective equipment (PPE), such as gloves, safety goggles, and long sleeves, to minimise skin contact with hazardous materials and prevent cross-contamination. - Establish clear protocols for the disposal of PPE and other contaminated materials, ensuring they don't encounter clean materials or work areas. - Provide dedicated eating areas, separate from working areas, to help prevent contamination of food, drinks, and eating surfaces by battery chemicals. - Regularly educate and train workers on the importance of maintaining good personal hygiene, as well as how to recognise signs of skin irritation and chemical exposure. - Keep a well-stocked first aid kit on-site, with supplies specifically designed to treat skin irritation and related issues caused by battery substances. - Conduct routine inspections of work areas to ensure they are clean, organised and free of potential sources of cross-contamination, such as spillages or improperly stored materials. - Develop and enforce strict policies prohibiting the use of mobile phones, tablets or other electronic devices in work areas to prevent cross-contamination involving these devices. - Utilise designated change rooms for workers to change into and out of their work clothes, remaining mindful of contaminating street clothes with hazardous materials. - Implement and maintain a safety management system (SMS) to regularly review and update workplace policies, practices and procedures concerning personal hygiene, ensuring continued compliance with relevant Workplace Health and Safety regulations. 		
12. Storage Area Check	Mishandling, Equipment collapse	2M	<ul style="list-style-type: none"> - Regular inspections: Conduct periodic assessments of the storage area to identify any existing or potential hazards. - Appropriate labeling: Ensure all batteries are clearly labelled with their type, voltage, and any cautionary information. - Proper stacking practices: Stack batteries in a stable manner to prevent collapse or toppling. - Storage racks: Use strong, well-built storage racks to keep the batteries organised and secure. - Training and guidelines for staff: Provide workers with proper training on battery handling and storage procedures. 	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"> - Personal Protective Equipment (PPE): Enforce mandatory use of PPE, such as gloves and safety goggles, when handling batteries. - Ventilation: Ensure adequate ventilation in the storage area to prevent any build-up of hazardous gases. - Restricted access: Limit access to the battery storage area to authorised personnel only. - Emergency response plan: Develop and implement an emergency response plan in case of accidents involving batteries. - Spill containment: Install spill containment measures, such as drip trays, to catch any leaking fluids from damaged batteries. - Proper disposal procedures: Implement proper disposal procedures for used or damaged batteries, following relevant environmental regulations. - Fire safety equipment: Equip the storage area with appropriate fire safety equipment, such as extinguishers and emergency exits. - Regular maintenance: Schedule regular maintenance checks on storage equipment and address any issues promptly, including any signs of wear or damage. 		

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"/>	
REVIEWED BY		DATE REVIEWED	
SIGNATURE		DATE COMPLETED	