Carpentry Work | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Carpentry Work

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:

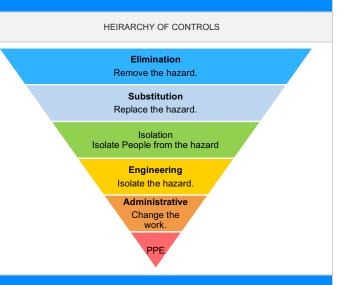| ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS SWMS MUST HAVE THE FOLLOWING COMMUNICATED	NAME AND DATED SIGNATURE OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE DEVELOPMENT AND APPROVAL OF THIS SWMS		
	NAME	SIGNATURE	DATE
Safety meetings or toolbox talks will be scheduled 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	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.			

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	Falling objects, Tripping hazards	2M	- Conduct a thorough inspection of the work area prior to starting carpentry activities, identifying and addressing any potential trip or falling object hazards. - Keep walkways and escape paths clear from debris, materials, and equipment that may cause tripping hazards while setting up for carpentry works. - Establish exclusion zones around the work area using signage, barrier tape, or temporary fencing to keep unauthorised personnel at a safe distance from potential falling objects. - Provide employees with personal protective equipment (PPE) such as hard hats, safety goggles, and anti-slip footwear to protect them from potential injuries caused by falling objects or tripping hazards. - Implement a well-maintained housekeeping protocol to ensure the ongoing cleanliness of the worksite and prevent the accumulation of debris and materials that could pose a tripping risk. - Stack and store materials in a secure and stable manner to minimise the chance of these items becoming dislodged or toppling over, causing the risk of falling objects hazards. - Utilise appropriate lifting techniques and manual handling equipment when transporting large or heavy materials around the worksite to prevent injury from dropping or mishandling items that may lead to falling objects or trip hazards. - Ensure all tools are kept in their designated storage areas when not in use, preventing them from being left on elevated surfaces where they may become a falling object hazard or pose a tripping risk when left on the ground. - Conduct regular tool-box talks or safety briefings before commencing work each day, emphasizing the importance of maintaining vigilance and following established safety protocols to reduce the risk of falling objects and tripping hazards. - Ensure adequate supervision is provided to reinforce proper handling, storage, and disposal procedures associated with carpentry materials and equipment, fostering a culture of safety and reducing the likelihood of falling object or tripping incidents.	1L	
2. Site Inspection	Uneven surfaces, Exposed nails or screws	2M	- Conduct a thorough site inspection prior to commencing work to identify any uneven surfaces, exposed nails, or screws and mark these areas clearly with safety signage or tape. - Clear debris and waste materials from the work area to minimise tripping hazards and avoid unwanted contact with exposed nails or screws. - Use appropriate personal protective equipment (PPE), such as steel-toed boots and puncture-resistant gloves, to minimise the risk of injury caused by stepping on or coming into contact with exposed nails or screws. - Implement temporary measures, such as placing mats or boards over uneven surfaces, to create a stable work platform and reduce the risk of slips or trips.	1L	

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			- Ensure that all workers are aware of potential hazards in the site and are provided with adequate training in hazard identification and safe work practices related to carpentry tasks.		
			- Utilise correct manual handling techniques when lifting or moving heavy materials, and employ mechanical aids like trolleys or dollies if necessary, to minimise the risk of onsite injuries due to uneven surfaces.		
			- Keep walkways and high-traffic areas clear of obstructions, and ensure proper lighting is available for increased visibility of potential hazards.		
			- Regularly maintain and inspect tools and equipment, ensuring all nails and screws are properly stored and contained when not in use, decreasing the chances of exposure in the worksite.		
			- Schedule breaks for workers to avoid fatigue, which may lead to the inability to identify hazards and increase the risk of accidents.		
			- Encourage open communication among team members to report hazards immediately, and regularly review and update safety procedures based on ongoing site inspections and identified risks.		
3. Tool Selection	Misuse of tools, Malfunctioning equipment	3H	- Conduct regular tool inspections to ensure proper functioning and identify any signs of wear or damage; replace or repair faulty tools immediately. - Provide workers with appropriate training in the correct usage, handling and maintenance of all carpentry tools. - Establish a clear procedure for selecting and allocating tools to specific tasks, ensuring suitability and compatibility with the job at hand. - Install safety guards or appropriate protective devices on power tools to minimise risk of injury from flying debris or contact with dangerous moving parts. - Implement a system for tagging out damaged or malfunctioning equipment, preventing its use until repairs have been completed. - Encourage open communication between workers and supervisors regarding any concerns about the functioning of tools or any related safety issues. - Store tools securely and organise them properly to prevent accidents caused by tripping or stumbling over misplaced items. - Ensure all workers are aware of relevant Australian Standards and codes of practice relating to safe work with carpentry tools. - Develop an emergency response plan for managing incidents involving malfunctioning equipment or tool-related injuries. - Promote a workplace culture that prioritises health and safety, deterring workers from taking shortcuts or misusing tools which might lead to accidents or injuries.	2M	
4. Material Handling	Manual handling injuries, Struck by moving materials	3H		1L	

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			- Provide manual handling training to workers, including correct lifting and carrying techniques. - Utilise mechanical lifting aids such as trolleys, forklifts or cranes where possible to reduce the risk of manual handling injuries. - Ensure workers use appropriate personal protective equipment (PPE) including gloves, safety boots, hard hats and high visibility vests when handling materials. - Clearly mark designated storage and drop-off areas on site to keep materials organised and prevent clutter. - Implement a clear communication system, such as two-way radios or designated spotters to coordinate material movements and alert workers of nearby hazards. - Conduct regular hazard inspections to identify any potential risks arising from material movement and update SWMS accordingly. - Use signage and barriers to separate pedestrian walkways and vehicular paths in order to minimise the risk of workers being struck by moving materials. - Encourage team members to adopt a 'buddy system' when lifting and handling heavy or bulky materials, reducing individual strain and injury risks. - Maintain ergonomic principles by keeping frequently accessed materials at waist height to avoid over-reaching and awkward postures. - Require workers to take regularly scheduled breaks, allowing them to rest and recover from physically demanding tasks. - Rotate workers through various roles and tasks to avoid repetitive strain injuries and excessive physical fatigue. - Establish clear procedures for reporting incidents and injuries immediately to supervisors and management in order to promptly address any hazards. - Ensure proper maintenance and inspection of all mechanical lifting equipment, verifying it is safe and suitable for use. - Promote a safety-conscious culture among workers, empowering individuals to voice concerns and take responsibility for their own safety and that of their colleagues.		
5. Timber Cutting	Flying debris, Noise exposure	3H	- Properly maintain and clean all tools and equipment before and after use to ensure efficient cutting operations, reducing the risk of flying debris. - Use adequately sharp saw blades and other cutting equipment, as blunt blades may increase the likelihood of producing excess debris during cutting. - Implement appropriate safety barriers or screens around the cutting area to protect nearby workers from any potential flying debris.	2M	

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			- Encourage workers to wear mandatory personal protective equipment (PPE), such as safety goggles, earmuffs, and dust masks, to minimise exposure to noise and debris hazards. - Train all carpenters on effective cutting techniques and safety procedures to ensure correct usage of tools and reduce the risk of flying debris. - Ensure that hearing conservation practices are in place for all workers exposed to noise levels above 85 decibels, including management plans and periodic audiometric testing. - Carry out regular risk assessments to identify any additional hazards associated with timber cutting and update the Safe Work Method Statement (SWMS) accordingly. - Set up designated cutting areas away from high-traffic zones, allowing for reduced noise impact on other workers and overall workplace productivity. - Implement a rotation system where possible to limit each worker's daily exposure to noise, giving their ears time to recover and reducing the risk of long-term hearing damage. - Use low-noise or silenced cutting equipment when feasible, contributing to lower noise levels within the working environment. - Regularly evaluate and review the effectiveness of implemented control measures, making any necessary adjustments to ensure continuous improvement in workplace health and safety.		
6. Framing Installation	Fall from height, Structural collapse	4A	- Provide appropriate working platforms such as scaffold systems, elevated work platforms or mobile platforms that conform to Australian Standards. - Establish a designated exclusion zone around the work area to prevent unauthorised personnel from entering and to mitigate the risk of being struck by falling objects. - Ensure proper inspection of all tools, equipment and materials used for framing installation to enhance structural integrity and avoid any unexpected structural collapse. - Implement regular safety training sessions to maintain worker competency in carrying out framing installation and understanding associated hazards. - Utilise appropriate Personal Protective Equipment (PPE) like hard hats, safety harnesses and fall arrest systems in adherence with Australian Standards, to provide protection against fall-related injuries. - Install temporary edge protection such as guard rails, barriers, and toe boards to minimise the risk of falling from heights during framing installation. - Establish a robust communication system between workers at height and ground personnel for better coordination and implementing immediate actions in case of an emergency.	2M	

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			- Implement a system of work permits to document, review, and approve potentially hazardous works, ensuring compliance with the company's health and safety protocols. - Schedule proactive safety inspections and delegate competent personnel to assess potential risk factors associated with framing installation. - Develop rescue and emergency response procedures to facilitate quick action in case of incidents related to fall from height or structural collapse. - Encourage a supportive work environment, where workers can openly discuss potential hazards, report unsafe acts or conditions, and suggest improvements for the current work process. - Regularly inspect and maintain the stability of temporary structures used during framing installation, such as bracing supports and props, to prevent any unforeseen structural collapse.		
7. Roof Truss Installation	Weather conditions, Working at heights risks	4A	- Continuously monitor prevailing weather conditions: Avoid working during severe weather such as strong winds, heavy rain or extreme temperatures that can increase the risk of accidents. - Implement edge protection: Edge barriers like guardrails should be installed on building perimeters at all roof levels to minimize the chances of falls. - Utilise correct lifting techniques: Properly coordinate and manage the lifting of roof trusses, ensuring safe work practices are followed to reduce injury risks. - Require fall arrest systems: Workers must use height safety equipment like harnesses tied to a secure anchorage point while performing tasks at heights. - Ensure proper scaffolding: Double-check adequate, stable scaffolding is in place to provide a secure, elevated work platform for workers. - Wear appropriate personal protective equipment (PPE): Equip workers with PPE such as hard hats, steel-capped boots, and high-visibility vests to reduce the risk of injuries. - Conduct regular tool inspections: Keep an eye out for damaged or malfunctioning equipment, particularly power tools and lifting devices, and arrange prompt repairs or replacements as needed. - Enforce a clear communication protocol: On-site communication methods such as hand signals, walkie-talkies, or two-way radios should be established between ground workers, crane operators, and those working at heights. - Provide training and induction: Ensure that all workers are adequately trained on the specific job requirements, safety procedures, and emergency protocols for roof truss installation. - Set up exclusion zones: Establish designated areas where only authorised personnel can access ongoing roof truss installation works to restrict exposure to non-trained individuals and prevent accidents.	2M	

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			- Practice ongoing supervision: Regularly review work progress, address any identified issues or hazards, and ensure compliance with safety guidelines, particularly during the installation of roof trusses.		
8. Window Installation	Glass breakage, Manual handling injuries	2M	Below you will find a list of 14 control measures to address the hazards associated with step 8 in carpentry work, Window Installation: - Fit adequate personal protective equipment (PPE) such as safety gloves, eye protection, and steel-capped boots to protect against potential glass breakage injuries. - Employ trained and competent personnel for window installation tasks to ensure safe handling and installation techniques. - Use specialised lifting equipment or mechanical aids (e.g. vacuum suction cups, hoist systems) to help lift and transport heavy windows safely, thus minimising manual handling risks. - Implement proper storage of materials, particularly ensuring that glass panes are stored vertically on well-padded A-frame racks to reduce likelihood of breakage. - Establish a clear, well-organised work area around the window installation site, keeping it free from debris and clutter to prevent trips and falls. - Conduct regular tool maintenance checks, ensuring all cutting tools (e.g., glass cutters) are sharp and working efficiently to lessen risk of accidents. - Apply warning labels or tags to windows that have cracks or imperfections, alerting workers to handle with care. - Regularly review and update Safe Work Method Statements (SWMS) and standard operating procedures (SOPs) to ensure adherence to best practices for window installation. - Employ use of handling techniques training for workers who manually handle windows, reinforcing the importance of proper body positioning and operational teamwork. - Adhere to strictly coordinated communication protocols in teams during lifting and transportation of windows, including having designated signallers to direct movements. - Stabilise window openings adequately prior to installation to prevent accidental dislodging of the window frame or glass. - When working at heights, ensure adequate fall prevention and restraint systems are implemented (e.g., scaffolding, edge protection, harnesses). - Schedule frequent breaks for workers involved in manual handling tasks to reduce fatigue and risk of injury. - Encourage workers to report any potential hazards, incidents, or near misses promptly, fostering a proactive safety culture within the workplace.	1L	

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9. Door Installation	Pinch points, Incorrect installation	2M	- Properly assess the size and dimensions of the door frame to ensure correct door selection and prevent incorrect installation. - Provide comprehensive training on door installation techniques, focusing on various types of doors and frames. - Regularly inspect tools and equipment used during door installation to ensure they are in good condition and without any defects. - Use appropriate Personal Protective Equipment (PPE) such as gloves, safety glasses, and steel-capped boots to minimize the risk of injuries from pinch points and other hazards. - Follow a step-by-step procedure for door installation that outlines the correct positioning of hinges, latches, and other hardware components. - Implement strict guidelines for handling heavy doors, including lifting techniques and using mechanical aids when necessary to avoid manual handling injuries. - Ensure adequate communication between all workers involved in door installation to reduce the likelihood of errors or miscommunication leading to incorrect installation. - Conduct regular toolbox talks and safety inductions highlighting the hazards and control measures specific to door installation tasks. - Position door installation workstations in well-lit areas, free from any obstructions to minimize the risk of accidents. - Encourage workers to take regular breaks and rotate tasks to combat fatigue and reduce the likelihood of incorrect installation. - Properly store materials and tools when not in use to avoid any potential tripping hazards or clutter in the work area. - Create and maintain clear signage around the door installation area indicating potential pinch points and reminding workers of PPE requirements. - Enforce a zero-tolerance policy towards horseplay, distraction, or negligence when performing door installation tasks.	1L	
10. Wall Cladding	Working at height, Falling objects	3H	- Utilise suitable access equipment, such as properly maintained scaffolding or elevated work platforms, for working at heights. - Provide appropriate fall protection systems (e.g., harnesses, guardrails) and ensure proper use by workers while working at heights. - Conduct thorough risk assessments and site inductions to identify specific risks of falling objects and implement necessary controls. - Ensure all hand tools, materials and equipment used on-site are secure and neatly stored away from the edge of the work area to minimise the risk of falling objects.	1L	

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			- Use exclusion zones and establish clear signage to warn and prevent unauthorised personnel from entering the working area where there is a risk of falling objects. - Implement a robust safety management system in line with Australian WHS guidelines to effectively monitor and review health and safety performance, including hazard identification, risk assessment and incident reporting. - Train workers on proper lifting techniques, material handling and storage procedures to minimise the risk of injury caused by falling objects. - Monitor weather conditions closely and cease work during adverse weather conditions that may increase the risk of slipping or falling, such as heavy rain or high winds. - Use appropriate personal protective equipment (PPE), including but not limited to hard hats, safety boots, gloves and hi-visibility clothing, for all workers on site. - Maintain good housekeeping practices in the work area to reduce the potential for slips, trips and falls, as well as other accidents. - Schedule regular tool-box talks and communication sessions between supervisors and workers at the worksite to foster open communication channels regarding safety concerns and hazard mitigation. - Develop an emergency response plan tailored for the specific worksite, with clearly defined roles and responsibilities to manage incidents of fallen workers or objects promptly and effectively.		
11. Wiring and Electrical Installations	Electrical shock, Energised equipment	4A	- Utilise a qualified and licensed electrician to carry out all electrical installations and wiring tasks in accordance with Australian Standards and regulations. - Regularly inspect and maintain all electrical tools, equipment, and machinery for wear, damage, or other defects that may pose risks. - Ensure appropriate lockout/tagout procedures are implemented and followed when working on energised equipment to prevent uncontrolled release of energy. - Implement a permit-to-work system that includes risk assessments and hazard identification prior to commencing electrical work activities. - Provide appropriate personal protective equipment (PPE), including insulated gloves, safety glasses, and non-conductive footwear, for workers conducting electrical tasks. - Keep the worksite clean and free from potential hazards, such as water, oil, and combustibles, which may increase the risk of electrical shock or fire. - Maintain a safe distance between electrical installations and other conductive materials, adhering to regulatory requirements and guidelines. - Establish an exclusion zone around live electrical equipment and wiring systems with clear signage to alert workers of the potential hazards.	2M	

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			- Train employees regularly on Workplace Health and Safety requirements, emergency response procedures, and safe work practices related to electrical tasks. - Ensure all power sources are switched off and isolated before commencing work on electrical installations or wiring tasks. - Use double-insulated tools and equipment specifically designed for electrical work, regularly testing and tagging these devices according to Australian requirements and standards.		
12. Plumbing Installation	Tripping hazards, Exposure to hazardous chemicals	2M	- Proper housekeeping: Ensure regular cleaning and maintenance of the work area to minimise tripping hazards, especially from leftover materials, debris, or tools. - Clear walkways: Keep all walkways and access points clear of any obstructions, making sure there are no loose cables, tools, or equipment in the way. - Adequate lighting: Ensure sufficient lighting is present in the work area, particularly around hazardous areas, to avoid workers tripping or slipping on unseen hazards. - Signage and marking: Install appropriate signs and markings in necessary areas to alert workers of potential hazards, such as wet floors or uneven surfaces. - Training on handling hazardous chemicals: Provide ongoing training for employees on safe handling, storage, and disposal of hazardous chemicals used in plumbing work. - Appropriate personal protective equipment (PPE): Ensure workers wear suitable PPE such as safety boots, gloves, and eye protection when working with hazardous chemicals or sharp materials. - Safe chemical storage: Store hazardous chemicals in accordance with manufacturer's guidelines and WHS regulations, ensuring they are placed in secure cabinets when not in use. - Spill containment and control: Have spill containment procedures in place and provide appropriate resources such as absorbent materials and spill kits to promptly address any accidental spills. - Ventilation: Ensure adequate ventilation in all workspaces to reduce exposure to airborne hazardous chemicals. - Regular risk assessments: Conduct periodic risk assessments to identify any new hazards or changes in work processes that may increase risk levels. - Emergency response plan: Develop and implement a tailored emergency response plan for incidents involving hazardous chemicals and ensure all workers are trained on how to follow it. - Toolbox meetings: Hold regular toolbox meetings to discuss possible hazards, reinforce safety protocols, and maintain open communication channels among team members.	1L	

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			- Maintenance of plumbing tools and equipment: Establish a regular maintenance schedule for all plumbing tools and equipment to ensure they are in safe working order and minimise the risk of accidents.		
13. Flooring Installation	Manual handling injuries, Cutting hazard	2M	- Provide manual handling training for workers involved in the flooring installation to educate them on proper lifting techniques and using mechanical aids when available. - Implement a buddy system for lifting heavy or bulky materials, with communication protocols in place to ensure workers are aware of each other's movements during the process. - Arrange material delivery to be as close as possible to the installation area, minimising the distance that workers need to transport materials. - Ensure work areas are kept clean and tidy at all times, helping to reduce trip hazards and other workplace injuries associated with cluttered spaces. - Use power tools with safety guards fitted and ensure workers are trained in their correct use, maintenance and storage after use. - Provide suitable personal protective equipment (PPE) including gloves, safety glasses and hearing protection, and ensure workers understand the importance of wearing PPE at all times during the operation. - Regularly inspect cutting tools and replace any damaged or blunt blades immediately to prevent accidents caused by the use of defective equipment. - Implement a 'cut away from body' policy during flooring installation, ensuring workers maintain a safe body position while handling sharp cutting tools. - Encourage workers to take regular breaks and rotate tasks where possible to reduce the risk of repetitive strain injuries from prolonged periods of manual handling. - Establish clear exclusion zones around the flooring installation area, using barriers and signage to prevent unauthorised persons from accessing the work site. - Conduct regular toolbox talks and safety briefings to reinforce safe working practices and provide opportunities for workers to discuss potential hazards or concerns. - Monitor and review safety performance regularly, engaging workers in continuous improvement initiatives to further enhance the overall safety of the flooring installation process.	1L	
14. Fixtures Installation	Incorrect positioning, Pinch points	2M	- Prior to installation, consult relevant building plans and specifications to ensure correct positioning of fixtures. - Conduct a toolbox talk highlighting the importance of proper fixture installation and the potential hazards like incorrect positioning and pinch points.	1L	

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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
			- Ensure workers are trained and competent in handling and installing carpentry fixtures safely and according to manufacturer guidelines. - Use appropriate personal protective equipment (PPE) such as gloves, sturdy footwear, eye protection, and hard hats when handling and installing fixtures. - Utilise safe lifting techniques, including teamwork for heavy or awkward items, to reduce the risk of injury during installation. - Keep workspaces well-organised and free of unnecessary clutter to minimise the likelihood of accidents caused by incorrect positioning or pinch points. - Employ the use of appropriate tools and equipment, such as clamps and drills, to secure fixtures without creating pinch points that could lead to injuries. - Regularly inspect tools and equipment for any wear, damage, or malfunction before, during, and after use to ensure optimal functioning during installation. - Communicate effectively with team members throughout the installation process to avoid miscommunication and misunderstandings that may lead to positioning errors. - Implement lock-out/tag-out procedures for electrical fixtures to prevent accidental activation during installation. - Evaluate the workspace regularly and make adjustments as needed to ensure ongoing safety and hazard mitigation during the fixtures installation process.		
15. Finishing and Painting	Inhalation of fumes, Chemical burns	2M	- Proper ventilation: Ensure the workspace is well-ventilated by opening windows and doors or using an exhaust fan to minimise inhalation of fumes. - Protective equipment: Provide and wear appropriate personal protective equipment (PPE), including respiratory masks, goggles, and gloves to avoid contact with harmful chemicals. - Training and supervision: Ensure all workers have received adequate training in the use and handling of hazardous substances, and are supervised by a competent person during finishing and painting tasks. - Material Safety Data Sheets (MSDS): Obtain and refer to MSDS for all chemicals being used, ensuring proper usage, storage, and disposal methods are followed. - Safe storage: Store all chemicals in a safe manner, using appropriate containers and clearly labelled to avoid accidental exposure and chemical reactions. - Mixing chemicals: Mix chemicals in a well-ventilated area, and follow any specific instructions outlined on product labels, observing safe ratios to reduce the risk of chemical burns or other hazards. - Communication: Inform workers about potential hazards associated with finishing and painting tasks, and discuss control measures in place to mitigate risks. - First aid facilities: Ensure that first aid facilities are readily available in case of an emergency, and that all workers know the location of these facilities, as well as who is trained to provide first aid if needed.	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
			- Spill containment: Have appropriate spill containment materials readily available to quickly manage any chemical spills, reducing the risk of chemical burns and environmental harm. - Reusable safety equipment: Regularly inspect and maintain reusable PPE such as respirators and gloves for damage, replacing them when necessary to ensure their ongoing effectiveness. - Waste disposal: Dispose of hazardous waste appropriately according to local regulations and guidelines, preventing environmental contamination and potential health hazards. - Breaks and rotation: Encourage workers to take regular breaks and rotate tasks, reducing continuous exposure to hazardous substances and minimising the risk of damage from inhalation or chemical burns.		
16. Site Cleanup	Tripping hazards, Improper waste disposal	2M	- Establish a designated waste disposal area on site, ensuring it is clearly marked and easily accessible. - Provide toolboxes and designated storage spaces for tools, equipment, and materials to reduce clutter and keep work areas tidy. - Implement a regular clean-up schedule, encouraging workers to participate in maintaining a clean and organised worksite. - Ensure all waste materials are disposed of appropriately in designated bins or skips, according to the type of waste (e.g., general, recyclable, hazardous). - Keep aisles, walkways, and access points clear of debris, cords, hoses, and other tripping hazards at all times. - Routinely inspect the worksite to identify and address any potential tripping hazards, including uneven surfaces, loose flooring, or protruding objects. - Train workers in proper lifting techniques and manual handling procedures to reduce the risk of injury during clean-up activities. - Provide suitable personal protective equipment (PPE) for all workers, such as safety boots, gloves, and high-visibility clothing, to minimise the risk of injury during clean-up tasks. - Clearly communicate potential hazards associated with improper waste disposal, outlining the potential health and environmental consequences. - Implement correct disposal procedures for hazardous materials and chemicals, providing appropriate containment solutions and spill kits as required. - Maintain an up-to-date inventory of all materials used on site, ensuring Material Safety Data Sheets (MSDS) are readily available for reference when handling and disposing of hazardous substances. - Brief workers on emergency response procedures in the event of an incident related to waste disposal, including first aid and spill containment measures.	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
			- Foster a positive culture of safety and accountability, encouraging workers to take responsibility for their own safety and that of their colleagues by promoting situational awareness and proactive hazard management during clean-up activities.		
17. Inspections and Quality Control	Incomplete installations, Non-compliant work	2M	- Regular inspections: Conduct routine inspections throughout the carpentry work process to ensure that installations are complete and up to standard. - Checklist usage: Utilise a comprehensive checklist for each task, detailing all safety and compliance requirements. Checklists should be routinely reviewed and updated as needed. - Qualified supervisors: Employ qualified site supervisors to oversee carpentry work, ensuring proper adherence to safety and quality guidelines. - Up-to-date training: Ensure all workers have received and maintain up-to-date training in relevant Australian standards, codes of practice, and safe work procedures. - Compliance audits: Perform regular compliance audits to identify instances of non-compliant work, enabling corrective actions to be taken promptly. - Encourage reporting: Create a supportive environment encouraging workers to report any concerns or observations related to incomplete installations or non-compliant work. - Clear communication: Establish open channels of communication between all team members, including supervisors, to enable timely identification and resolution of potential hazards. - Documentation: Maintain thorough documentation about inspections, quality control measures, and incident reports for future reference and continuous improvement. - Risk assessment: Implement risk assessment processes before commencing each work step to identify possible hazards and appropriate control measures. - Proper tools and equipment: Provide all workers with access to the correct, well-maintained tools and equipment necessary to complete their tasks safely and efficiently. - Follow-up reviews: Schedule follow-up reviews and re-inspections after remedial actions have been taken, ensuring ongoing compliance and high standards of workmanship.	1L	
18. Final Sign-off	Errors or omissions, Miscommunication with stakeholders	2M	- Ensure all documentation, including SWMS, have been thoroughly reviewed and updated as per relevant Australian Standards, Codes of Practice and Workplace Health & Safety Regulations. - Implement a system for cross-checking and proofreading final versions of documents prior to distribution to avoid errors or omissions.	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
			- Attend regular communication and consultation meetings with stakeholders, including workers, subcontractors, and clients, to discuss work progress and any concerns in a timely manner. - Establish and maintain open lines of communication using multiple channels (e.g., email, phone, and face-to-face), ensuring all stakeholders receive relevant information. - Encourage a collaborative working environment where all workers can openly communicate their concerns about workplace health and safety. - Conduct toolbox talks discussing specific hazards associated with carpentry work and the control measures in place, ensuring language requirements are effectively addressed. - Provide training and resources to workers on how to use and interpret SWMS, as well as any changes made during the course of the project. -Illicit written sign-offs by both workers and supervisors confirming they have read and understood the finalised SWMS and related documents, verifying that everyone is informed and aware of their responsibilities. - Utilise visual aids, such as safety signage and informative posters, around the worksite to reinforce safe work practices and alert workers of potential hazards. - Hold regular site inspections and audits by qualified safety personnel to ensure compliance with the approved SWMS. - Maintain a log of all completed carpentry tasks and related risks, providing an ongoing record of activities and any necessary amendments to the SWMS. - Establish clear protocols for addressing discrepancies or lack of understanding regarding the SWMS, including identifying responsible staff members who can provide assistance and clarification when needed.		

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

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

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

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**	