Chemicals - Handling and Use | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Chemicals - Handling and Use

Business Name: Coastal Hire And Sales Pty Ltd	ABN: 70114481408	SWMS#
Business Address:		
Contact Person:	Phone:	Email:

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

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

Full Name:		
Signature:	Title:	Date:

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

Full Name:	Title:	Phone:

ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS SWMS MUST HAVE THE FOLLOWING COMMUNICATED	NAME AND DATED SIGNATURE OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE DEVELOPMENT AND APPROVAL OF THIS SWMS		
	NAME	SIGNATURE	DATE
Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, secondly to communicate those hazards and then to further take steps to either eliminate or control each hazard.			
If an incident or a near miss occurs, all work must stop immediately. Depending on the severity of the incident, a meeting will be called with all workers to amend the SWMS if required. The meeting may also be an educational opportunity.			
Any changes made to the SWMS after an incident or a near miss must be approved by the Person Conducting Business or Undertaking and communicated to all relevant personnel.			

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

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

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

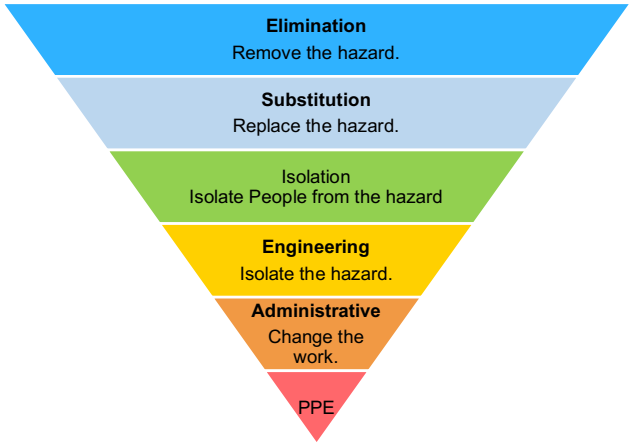
ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY							
☐ Forklift	☐ Crane/s	☐ Hoist/s	☐ Excavator	☐ Backhoe/Loader	☐ Boom Lift	☐ EWP	☐ Genie Lift
☐ Trencher	☐ Drilling Rig	☐ Trucks	☐ Formwork	☐ Bobcat	☐ Flammable Gas	☐ Fuel	☐ Dozer
☐ High Voltage	☐ Mulcher	☐ Tilt-up Panels	☐ Roller	☐ Scissor Lift	☐ Tractor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

RISK MATRIX

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE		
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.

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.

HEIRARCHY OF CONTROLS



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	Chemical exposure, Fire hazard	3H	- Chemical inventory: Maintain an up-to-date list of all chemicals present at the workplace, including details such as quantities, storage locations, and hazard classifications. - Material Safety Data Sheets (MSDS): Ensure that MSDSs are available for all chemicals in use or storage, and that employees have easy access to this information. - Personal protective equipment (PPE): Based on the hazards identified in the MSDS, provide appropriate PPE for employees, including gloves, goggles, face shields, aprons, and respirators if necessary. - Training and instruction: Provide comprehensive training and clear instructions to employees on the safe handling and use of chemicals, including understanding MSDS information, wearing appropriate PPE, and following established procedures. - Ventilation systems: Install and maintain proper ventilation systems throughout the workplace, ensuring adequate air circulation to miniimise exposure to chemical fumes and vapors. - Safe storage practices: Store chemicals in designated areas with proper ventilation, temperature control, spill containment, and secure access limited to authorised personnel only. Respect the storage requirements mentioned in the MSDS regarding the incompatibility between different chemicals. - Emergency response plan: Develop a comprehensive emergency response plan outlining the steps to be taken in the event of a chemical spill, fire, or other incidents involving hazardous chemicals. Train employees on how to follow the plan and conduct regular drills to ensure preparedness. - First aid supplies: Always have adequate first-aid supplies available near any area where chemicals are being used or stored, including eyewash stations and emergency showers if required by the MSDS. - Fire-fighting equipment: Provide appropriate fire-fighting equipment such as fire extinguishers, fire blankets, and fire alarms suitable for the specific chemical hazards present in the workplace. - Inspections and audits: Conduct regular inspections and audits of chemical use and storage areas to ensure compliance with safety regulations and adherence to established protocols. - Proper disposal methods: Implement appropriate waste disposal procedures for used or expired chemicals, following local environmental and waste management guidelines to miniimise potential hazards. - Restricted access: Limit access to chemical handling areas to authorised personnel who have completed necessary training to miniimise exposure risk. - Communicate with employees: Regularly communicate with employees about the importance of adhering to safe practices when handling chemicals, seeking	1L	

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			feedback on any concerns or suggestions they may have to improve the safety of the workplace environment.		
2. Storage	Leakage, Poor ventilation	3H	- Ensure appropriate and approved storage containers are used for chemicals, with clear and accurate labeling of contents, hazard ratings, and expiry dates. - Implement a proper storage system that segregates incompatible chemicals and ensures the recommended minimum safe distances between them. - Use secondary containment such as spill trays or bunds to miniimise the risk of chemical leakage or spillage during storage. - Regularly inspect all stored chemicals for any signs of damage, corrosion, or deterioration in their containers, and replace or repair them as needed. - Install adequate ventilation systems such as fans, vents, and air exchange units to ensure proper airflow and prevent any build-up of hazardous vapors or gases. - Ensure that storage areas have enough space and are not overcrowded, making it easier to access, handle, and monitor chemicals. - Provide relevant training and resources to employees handling and working with chemicals, including understanding the correct storage practices to avoid potential hazards. - Establish an inventory management system to track and regulate the amount of chemicals being stored, ensuring that stock levels remain within safe limits at all times. - Create and regularly update emergency response plans for potential chemical leakage or spills, including the identification of designated responders and clean-up procedures. - Install gas monitoring and alarm systems to detect any hazardous gas releases promptly, allowing immediate action to be taken. - Post visible signage around storage areas indicating the type of chemicals stored, along with appropriate hazard warnings and emergency contact information. - Maintain good housekeeping practices within chemical storage areas, ensuring that floors are kept clean and dry, and aisles are free of obstructions. - Develop and implement regular inspection schedules for all storage facilities to identify potential issues proactively and rectify them as necessary. - Periodically review and evaluate the effectiveness of the control measures implemented, and make any necessary adjustments or improvements based on findings.	2M	
3. Transportation	Spillage, Reaction with other chemicals	4A	- Proper labeling and signage: Ensure all chemicals are clearly labelled with their name, hazard level, and any specific handling instructions. This will help prevent	2M	

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			accidental mixing of incompatible chemicals that could react with each other and provide clear guidance for workers. - Use of appropriate containers: Transport chemicals only in approved, leak-proof, sealed containers designed specifically for storing those chemicals. The containers should be sturdy, clean, and well-maintained to prevent any leakage during transportation. - Chemical compatibility segregation: Store and transport incompatible chemicals separately, following the chemical compatibility guidelines provided by regulatory standards and safety data sheets (SDS) of the specific chemicals being used. - Leak containment equipment: Provide appropriate spill management tools such as absorbents, neutralizers, and containment materials to deal with potential spills quickly and effectively, ensuring minimal impact on the environment and worker safety. - Regular inspection and maintenance of transport equipment: Conduct periodic checks on transportation equipment such as trolleys, pallets, and forklifts to ensure they are in good working order and can handle the weight and size of the chemical containers safely. - Proper loading and unloading techniques: Train workers on proper techniques for lifting, carrying, and placing chemical containers to avoid dropping, tipping or puncturing them, and reducing the risk of a spill. - Limit access to authorised personnel: Restrict access to areas where chemicals are being transported or stored to trained and authorised personnel only, to miniimise the risk of accidents due to lack of knowledge or experience. - Personal Protective Equipment (PPE): Require workers handling and transporting chemicals to wear suitable PPE, such as gloves, goggles, and respirators, to reduce the risk of exposure to hazardous substances. - Emergency response plan: Develop and maintain an emergency response plan for dealing with any spills or accidents that may occur during transportation, including trained first aiders and relevant emergency contact numbers. - Employee training and awareness: Regularly train staff on the proper handling, storage, and transportation of chemicals, including emergency response procedures, to ensure they are competent and confident in managing potential risks. - Ventilation: Ensure proper ventilation in areas where chemicals are transported or stored to avoid the buildup of hazardous vapors and maintain good air quality for workers. - Clear access routes: Keep transportation routes clear of obstacles and maintain clean, slip-resistant floors to miniimise the risk of trips, slips, and spills during chemical transportation. - Safe stacking and storage: Ensure chemical containers are stacked securely and safely to prevent accidents involving falling, toppling, or instability of stored containers.		

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			- Inspection and documentation: Conduct regular inspections of chemicals in transit and their storage areas, documenting any issues, corrective actions taken, and maintaining a log for auditing and regulatory purposes.		
4. Mixing	Formation of fumes, Splash risk	4A	- Adequate Ventilation: Ensure that the mixing area is in a well-ventilated space or is equipped with an exhaust system to prevent the accumulation of fumes. - PPE Requirements: Workers must wear appropriate personal protective equipment (PPE), such as gloves, goggles, and masks, to protect against skin contact, eye exposure, or inhalation of chemicals or fumes. - Splash Guards: Install splash guards or other physical barriers around the mixing area to reduce the risk of accidental splashing of chemicals onto workers or surfaces. - Chemical Training: Train all workers handling chemicals on the hazards associated with the specific chemicals they will be using and provide information on proper handling procedures and first aid measures. - Chemical Storage: Ensure chemicals are stored in clearly labelled, closed containers when not in use and are kept separate from incompatible chemicals to avoid accidental reactions or spills. - Emergency Wash Stations: Provide eyewash stations and emergency showers near the mixing area to quickly address any chemical splashes or exposures. - Spill Response Kit: Keep a spill response kit, including absorbent materials, neutralising agents, and containment supplies, readily available in the event of a chemical spill or leak. - Mixing Tools & Equipment: Use only designated tools and equipment specifically designed for mixing chemicals to miniimise the risk of injury or accidental release. - Slow Mixing Techniques: Mix chemicals slowly and methodically, following manufacturer-recommended procedures, to miniimise the generation of fumes and the risk of splashes. - Routine Inspections: Conduct regular inspections of the mixing area, equipment, and PPE to ensure their proper functioning and identify any potential issues before they become hazards. - Clear Signage: Post clear signage in the mixing area indicating the presence of hazardous chemicals, required PPE, and emergency procedures. - Safe Disposal Procedures: Implement a procedure for the safe disposal of waste chemicals and used containers to prevent environmental hazards and cross-contamination.	2M	
5. Application	Skin contact, Inhalation	2M	- Proper Personal Protective Equipment (PPE): Ensure that all workers handling and using chemicals wear appropriate PPE, such as chemical-resistant gloves, goggles or face shields, aprons, and respiratory protective equipment when necessary.	1L	

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			- Training and Education: Train all employees on the proper handling and use of chemicals, including hazard recognition, understanding Material Safety Data Sheets (MSDS), and safe work practices. - Ventilation Systems: Install and maintain suitable ventilation systems to reduce exposure to airborne chemicals and improve air quality in the workplace. - Chemical Storage: Store chemicals according to their compatibility, in well-ventilated areas, with properly labelled containers, and following relevant MSDS guidelines. - Emergency Response Plans: Develop and implement emergency response plans for spills, fires, and any other potential incidents involving chemicals. - Spill Control Procedures: Have spill kits readily available and train workers on proper spill management and containment techniques. - Regular Inspection: Conduct routine inspections of chemical handling and storage areas, ensuring compliance with safety regulations and identifying potential risk factors. - Restricted Access: Limit access to chemical storage and handling areas for authorised personnel only, reducing exposure risks for unrelated staff members. - Safe Handling Techniques: Encourage and enforce the use of safe handling techniques, such as not eating or drinking in chemical handling areas, not using the same tools for different chemical compounds, and washing hands after handling chemicals. - First Aid Measures: Make first aid resources readily available onsite, ensuring that readily accessible wash stations are provided and maintained. Provide proper training on administering first aid for chemical exposures. - Hazard Communication Programme: Implement a comprehensive hazard communication programme that involves training, chemical labeling, SDS access, and proper documentation. - Workplace Monitoring: Monitor employee exposure to hazardous chemicals regularly to ensure control measures are effective and relevant. - Continuous Improvement: Regularly review and update standard operating procedures, control measures, and risk assessment plans to ensure ongoing effectiveness and adapt to changing conditions or new information on chemical properties and hazards.		
6. Cleaning equipment	Chemical residue, Toxic waste generation	3H	- Proper Training and Education: Ensure all workers handling and using chemicals are adequately trained in the identification, safe handling practices, and associated risks of the chemicals they will be working with. - Personal Protective Equipment (PPE): Provide appropriate PPE, such as gloves, safety goggles or face shields, and protective clothing, to reduce exposure to chemical residues during the cleaning process.	1L	

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			- Ventilation: Use well-ventilated areas for equipment cleaning to prevent the buildup of toxic fumes and vapours generated during the cleaning process. - Safe Cleaning Agents: Choose non-toxic, environmentally friendly cleaning agents whenever possible to miniimise the generation of hazardous waste. - Spill Containment: Place a spill containment tray under the equipment during cleaning to capture any spilled chemicals or cleaning agents, preventing them from becoming an environmental hazard. - Proper Storage: Store all chemicals, cleaning agents, and contaminated waste materials in designated, secure containers to prevent accidental exposure or spills. - Waste Disposal: Dispose of all chemical waste according to local regulations and guidelines for hazardous waste disposal. Partner with licensed chemical waste disposal services to ensure proper handling and treatment of waste. - Emergency Procedures: Develop and implement clear emergency procedures for handling chemical spills or exposures during cleaning. Train all workers on these procedures and provide access to necessary safety equipment, such as eyewash stations and emergency showers. - Regular Inspection and Maintenance: Inspect and maintain all cleaning equipment and tools regularly to prevent malfunctions or breakdowns that could lead to increased hazards. - Continuous Improvement: Review and update the SWMS regularly to incorporate new safety recommendations, products, or technologies that enhance worker safety and environmental protection during the cleaning process. - Effective Communication: Maintain an open line of communication with workers, allowing them to voice concerns or suggestions for improving safety measures. Encourage a safety-first culture within the workplace and foster an environment where worker wellbeing is prioritised.		
7. Waste disposal	Environmental contamination, Improper disposal	3H	- Properly label and segregate waste containers: Clearly label waste containers with their contents and utilise separate containers for different types of hazardous chemicals, preventing compatibility issues in case of accidental mixing. - Provide spill kits and containment equipment: Ensure that appropriate spill kits and containment materials, such as absorbents, are readily available at the worksite to address any spills, leaks, or other incidents involving hazardous chemicals. - Train employees on proper handling and disposal procedures: Conduct regular training sessions for all workers who handle or use hazardous chemicals, ensuring they understand the proper methods for disposing of chemical waste. - Implement a waste storage area: Designate a specific area, segregated from general work areas, for temporary storage of waste containers, adhering to local regulations and guidelines.	1L	

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			- Conduct regular inspections and maintenance checks: Implement a schedule for routinely inspecting waste storage areas, containers, and related equipment, identifying and addressing potential issues before a problem arises. - Observe proper documentation and record-keeping: Accurately document all hazardous waste generated, stored, and disposed of, maintaining detailed records for future reference and regulatory compliance purposes. - Dispose of waste through licensed contractors and facilities: Always engage certified and reputable waste disposal services to remove and properly dispose of your hazardous waste materials, ensuring that any legal and environmental requirements are met. - Use environmentally friendly alternatives wherever possible: Replace hazardous chemicals with safer, more environmentally-friendly alternatives where feasible, reducing the amount and type of waste generated. - Encourage recycling and reuse of chemical containers: Promote the recycling and reuse of chemical containers where possible and safe to do so, minimising the generation of waste. - Develop ongoing environmental awareness initiatives: Champion the promotion of workplace culture focused on environmental responsibility, engaging staff in discussions on waste minimization, pollution prevention, and resource conservation. - Monitor legal and regulatory updates: Stay informed about any changes to local and national waste disposal regulations, adjusting operational procedures accordingly to maintain compliance and uphold environmental protections.		
8. Employee training	Inadequate knowledge, Misuse of equipment	2M	- Provide comprehensive training to all employees handling hazardous chemicals, including proper handling and use, potential risks, and emergency procedures, ensuring they understand the importance of following guidelines. - Periodically review and update the training materials to ensure they remain relevant and in line with the latest industry standards. - Implement a competence assessment after each training session to evaluate each employee's understanding and ensure they are ready to handle the chemicals and equipment safely. - Offer refresher courses for existing employees to keep their knowledge up to date on chemical handling and usage. - Ensure that employees have easy access to reference materials such as Safety Data Sheets (SDS) and Standard Operating Procedures (SOP), so they can consult them whenever required. - Clearly label all chemicals and equipment with appropriate hazard symbols and instructions, reinforcing the awareness of potential risks and correct handling methods.	1L	

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			- Conduct regular toolbox talks with the employees to maintain open communication channels on workplace health and safety issues and address any concerns or questions. - Monitor employee performance during chemical handling tasks, providing constructive feedback and retraining if necessary to prevent improper techniques or misuse of equipment. - Encourage a positive safety culture within the organisation by recognizing and rewarding good practice and strict adherence to workplace health and safety policies. - Develop an incident reporting system to document and address any hazardous events promptly, enabling timely improvement in risk mitigation measures. - Equip employees with appropriate personal protective equipment (PPE) and provide training on its proper usage, maintenance, and care. - Perform routine inspections and maintenance of equipment used for handling chemicals to ensure it is functioning correctly and reduce the chances of misuse due to faulty parts. - Create an accessible platform for employees to provide suggestions and ideas to improve workplace safety, encouraging proactive involvement in maintaining a healthy work environment. - Maintain a record of all employee trainings, assessments, and certifications, ensuring every worker is adequately qualified and up to date with their safety skills regarding chemicals handling and equipment use.		
9. Emergency response	Insufficient response procedures, Panic reaction	3H	- Develop and implement a comprehensive Emergency Response Plan (ERP) that includes clear instructions for handling chemicals, addressing spills or leaks, evacuation procedures, communication channels, and roles of responsible personnel. - Provide regular and thorough training to all employees on the proper emergency response procedures, including incident reporting, first aid applications, and appropriate use of personal protective equipment (PPE). - Ensure that Material Safety Data Sheets (MSDS) are readily accessible to all workers handling chemicals, providing essential health and safety information about the hazardous substances they are working with. - Clearly mark and maintain designated emergency exits, ensuring that access routes are not blocked and are always unobstructed. - Install and maintain emergency eyewash stations and chemical spill kits in areas where hazardous substances are handled, ensuring their accessibility and functionality.	1L	

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			- Regularly update and test the facility's alarm systems and emergency signaling devices, ensuring they are functional and can be easily activated during an emergency. - Conduct routine drills simulating chemical emergencies, involving all relevant staff members to ensure familiarity with response protocols and to identify any areas requiring improvement. - Establish clear lines of communication between employees and designated emergency response personnel, so that accurate information can be relayed quickly in the event of an emergency. - Encourage a calm and measured approach during emergency situations by fostering a workplace culture of preparedness and situational awareness. - Implement procedures for the containment and clean-up of chemical spills, using appropriate absorbent materials and disposal methods according to MSDS guidelines. - Regularly assess and monitor the effectiveness of emergency response procedures through audits, inspections, and incident report reviews, making necessary improvements as required. - Promote a collaborative environment where employees feel comfortable discussing their concerns regarding potential hazards and participate actively in identifying ways to improve overall safety. - Obtain external professional consultation and expertise if necessary, to continually review and strengthen emergency response preparedness and strategies to miniimise the risk of chemical exposure incidents.		
10. Personal Protective Equipment (PPE)	Incorrect PPE, Ineffective PPE usability	3H	- Proper Selection: Ensure that PPE is chosen according to the specific chemical hazards present in the workplace, taking into consideration the particular properties and concentration of the chemicals being handled. - Employee Training: Thoroughly train employees on the proper use, maintenance, and limitations of the selected PPE for handling chemicals, including how and when to perform inspections and replace equipment if necessary. - Fit Testing: Perform fit-testing to make sure that each employee’s PPE fits correctly and is comfortable to wear for extended periods, reducing the risk of injury due to incorrect sizing or uncomfortable usage. - Regular Inspections: Schedule routine inspections to identify any damage, wear-and-tear, or reduction in performance of the PPE that may compromise its effectiveness, and replace as needed. - Storage and Maintenance: Provide designated storage areas for all PPE, free of contaminants and away from direct sunlight, heat or moisture, in order to maintain effectiveness and prolong the lifespan of the equipment. - Emergency Decontamination Procedures: Create and communicate clear procedures for emergency decontamination in case an employee’s PPE becomes	2M	

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			compromised during a chemical exposure or spill, taking into account the specific properties of the chemicals involved. - Layering PPE: In situations where multiple types of PPE are required (e.g., face shield with safety goggles), ensure these items are compatible together so they can provide adequate coverage without putting undue strain or restrictions on the user. - Ventilation: Maintaining effective ventilation systems in workspaces that involve handling chemicals can miniimise the need for higher levels of personal protective equipment. - Signage and Labeling: Clearly label chemical containers and hazardous spaces, alongside posting information on the required PPE for those specific hazards, making it readily accessible to workers. - Periodic Review and Updates: Regularly review and update PPE requirements based on ongoing risk assessments, changes in operations or processes, and advancements in PPE technology, to ensure that workers have access to the most effective and up-to-date equipment.		
11. Ventilation system	Maintenance neglect, System malfunction	2M	- Regular inspection and maintenance: Schedule routine inspections and maintenance of the ventilation system to ensure it is functioning optimally and decrease the risk of maintenance neglect. - Staff training: Provide comprehensive training and refresher courses for workers on the correct usage, handling, storage, and disposal of chemicals, as well as proper operation of the ventilation system. - Emergency response plan: Establish a clear emergency response plan in case of system malfunction or chemical exposure incidents, ensuring all personnel are familiar with the plan and know their roles. - Monitoring devices: Install monitoring devices such as gas detectors and air quality sensors to detect any potential hazards from chemicals and alert personnel immediately should the ventilation system fail. - Proper labeling and signage: Ensure all chemicals are correctly labelled, and appropriate safety signage is placed near the work area to remind workers of potential dangers and necessary precautions. - Personal protective equipment (PPE): Provide and enforce the use of appropriate PPE, such as gloves, goggles, and respiratory masks, to miniimise the risk of exposure to hazardous chemicals during handling and use. - Ventilation system redundancy: Implement a backup or secondary ventilation system to provide additional protection against system malfunctions, improving overall safety in the workplace. - System alarms and shutdowns: Equip the ventilation system with alarms and automatic shutdown mechanisms in the event of system failure, ensuring quick action can be taken to mitigate the risks associated with chemical exposure.	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
			- Documentation and records: Maintain up-to-date records of inspection, maintenance, and staff training, demonstrating compliance with workplace health and safety regulations and providing essential data in case of an incident or audit. - Clear communication channels: Encourage open lines of communication between workers, supervisors, and management, enabling early identification of potential hazards and facilitating the swift resolution of any issues that may arise. - Hazardous waste disposal: Implement appropriate procedures for the safe and responsible disposal of hazardous waste generated during the handling and use of chemicals, reducing the risk of environmental contamination. - Continuous improvement: Regularly review and update the SWMS, incorporating feedback from workers and industry best practices to ensure the most effective controls are in place to mitigate hazards associated with the handling and use of chemicals and the ventilation system.		
12. Chemical inventory management	Expired chemicals, Unauthorised access	2M	- Proper labeling: Ensure all chemicals are labelled clearly with their name, hazard classification, and expiry date to miniimise the risk of using expired or hazardous chemicals. - Storage procedures: Develop and implement proper storage procedures for each chemical type, including segregation of incompatible chemicals, to reduce the risk of accidents and unauthorised access. - Regular inventory checks: Conduct periodic inventory checks and update records accordingly to track chemical usage, expiry dates, and ensure appropriate disposal of expired chemicals. - Access control: Implement a secure facility access system—such as key card access or combination locks—to prevent unauthorised personnel from entering the chemical storage areas. - Training: Provide specific training on chemical handling, inventory management, and safety protocols to all relevant staff members to mitigate risks associated with improper use, handling, or storage. - Safety Data Sheets (SDS): Ensure up-to-date SDSs are available for every chemical in the inventory and easily accessible to employees, helping them understand chemical properties, hazards, and safe handling practices. - Personal Protective Equipment (PPE): Supply appropriate PPE, such as gloves, goggles, and aprons, for staff handling chemicals and enforce its usage through regular monitoring and training. - Spill containment and cleanup: Establish procedures for spill containment, cleanup, and disposal of waste, along with providing necessary equipment, like absorbent materials, secondary containment systems, and spill response kits. - Emergency response plan: Develop a comprehensive emergency response plan that includes evacuation procedures, designated assembly points, and appropriate contact information for hazardous materials emergencies.	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
			- Hazardous waste disposal: Implement a hazardous waste disposal programme, ensuring expired chemicals or spills are disposed of correctly to miniimise environmental impact and associated risks. - Ventilation: Ensure proper ventilation is in place to lessen the exposure to hazardous fumes and vapors associated with certain chemicals. - Audit and inspections: Carry out regular audits and inspections of the chemical storage areas to ensure compliance with established safety procedures and protocols. - Communication: Encourage open communication among staff regarding potential issues or concerns with the chemical inventory management system, fostering a culture of continuous improvement and shared responsibility for safety. - Continuous review: Regularly review and update procedures, control measures, and training materials to stay current with industry best practices, regulations, and new chemicals introduced into the workplace.		

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

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

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

South Australia
Work Health and Safety Act 2012 (SA)
Work Health and Safety Regulations 2012 (SA)
Legislation for SA: https://www.safework.sa.gov.au/resources/legislation
Codes of Practice for SA: https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs

Tasmania
Work Health and Safety Act 2012
Work Health and Safety (Transitional and Consequential Provisions) Act 2012
Work Health and Safety Regulations 2012
Work Health and Safety (Transitional) Regulations 2012
Legislation for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations
Codes of Practice for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice

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

- Permits from local council
- Authorisation to commence work
- Any required documents.

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

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

Safe Work Australia Links
Law and Regulation (All States): https://www.safeworkaustralia.gov.au/law-and-regulation
Model Codes of Practice: https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice

Model Codes of Practice

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work

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**	