

Cleaning Chemicals | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Cleaning Chemicals

Business Name: Coastal Hire And Sales Pty Ltd

ABN: 70114481408

SWMS#

Business Address:

Contact Person:

Phone:

Email:

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

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

Full Name:

Signature:

Title:

Date:

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

Full Name:

Title:

Phone:

ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS SWMS MUST HAVE THE FOLLOWING COMMUNICATED

NAME AND DATED SIGNATURE OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE DEVELOPMENT AND APPROVAL OF THIS SWMS

Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, secondly to communicate those hazards and then to further take steps to either eliminate or control each hazard.

NAME	SIGNATURE	DATE

If an incident or a near miss occurs, all work must stop immediately. Depending on the severity of the incident, a meeting will be called with all workers to amend the SWMS if required. The meeting may also be an educational opportunity.

Any changes made to the SWMS after an incident or a near miss must be approved by the Person Conducting Business or Undertaking and communicated to all relevant personnel.

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

--	--	--

CLIENT OR PRINCIPAL CONTRACTOR DETAILS

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

ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT

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

ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY

<input type="checkbox"/> Forklift	<input type="checkbox"/> Crane/s	<input type="checkbox"/> Hoist/s	<input type="checkbox"/> Excavator	<input type="checkbox"/> Backhoe/Loader	<input type="checkbox"/> Boom Lift	<input type="checkbox"/> EWP	<input type="checkbox"/> Genie Lift
<input type="checkbox"/> Trencher	<input type="checkbox"/> Drilling Rig	<input type="checkbox"/> Trucks	<input type="checkbox"/> Formwork	<input type="checkbox"/> Bobcat	<input type="checkbox"/> Flammable Gas	<input type="checkbox"/> Fuel	<input type="checkbox"/> Dozer
<input type="checkbox"/> High Voltage	<input type="checkbox"/> Mulcher	<input type="checkbox"/> Tilt-up Panels	<input type="checkbox"/> Roller	<input type="checkbox"/> Scissor Lift	<input type="checkbox"/> Tractor	<input type="checkbox"/> Other -	

RISK MATRIX											
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HEIRARCHY OF CONTROLS			
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE						
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED				
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.				
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.				
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.				
<p>Notes on Hierarchy of Controls: Elimination methods are the most effective and preferred when controlling a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the third most effective, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment) is the least effective method.</p>											
PERSONAL PROTECTIVE EQUIPMENT (PPE)											
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING PROTECTION	EYE PROTECTION	RESPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable).											
<p>Note: A SWMS must be reviewed regularly to make sure it remains effective. A SWMS must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.</p> <p>When a SWMS has been revised, the person conducting a business or undertaking must ensure all:</p> <ol style="list-style-type: none"> persons involved in the work are advised that a revision has been made and how they can access the revised SWMS; persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS; and, workers that will be involved in the work are provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS. 											

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Incorrect storage, Unsafe handling of chemicals	2M	<ul style="list-style-type: none"> - Proper Storage: Ensure that all cleaning chemicals are securely stored in a dry, cool, and well-ventilated area, following the manufacturer's instructions on storage and segregation requirements. This will help prevent any incidents caused by incorrect storage. - Safety Data Sheets (SDS): Make sure that all employees have access to and understand the Safety Data Sheet (SDS) for each chemical being used. This will help them recognise the risks and hazards associated with each chemical and act accordingly during handling and storage. - Chemical Labelling: Clearly label all chemical containers with the appropriate hazard symbols, chemical names, concentrate or dilute ratios, and other necessary information to ensure proper identification of specific chemicals. - Personal Protective Equipment (PPE): Equip your employees with the appropriate Personal Protective Equipment (PPE) such as gloves, goggles, and face masks to protect them from direct contact with hazardous cleaning chemicals. - Training and Supervision: Provide adequate training to all staff members on the correct handling, storage, and usage of cleaning chemicals as per the SDS recommendations. Ensure close supervision, particularly for new employees, during the preparation stage. - Chemical Handling Procedures: Establish and enforce written procedures and protocols for the handling of cleaning chemicals, including guidance on pouring, mixing, and diluting chemicals before use. - Emergency Response Plan: Develop an emergency response plan for potential incidents involving cleaning chemicals. This should include procedures for spills, accidents, and exposure notifications, along with an updated list of emergency contact numbers for immediate assistance. - Regular Inspections: Implement regular inspections of the storage facilities and areas where cleaning chemicals are being handled to identify and address any potential hazards or noncompliance issues promptly. - Safe Cleaning Practices: Encourage the use of safer substitutes for high-risk cleaning chemicals whenever possible, without affecting the quality of the cleaning process. - Incident Reporting: Maintain an open line of communication and encourage employees to report any near-miss incidents, hazard observations, or concerns related to cleaning chemicals. This will help identify the root cause of any issues and allow proactive measures to be taken before an accident occurs. 	1L	
2. Mixing Solutions	Chemical spills, Inhalation of fumes	3H	<ul style="list-style-type: none"> - Ensure that workers are trained on the appropriate and safe handling techniques for cleaning chemicals and mixing solutions. - Provide adequate personal protective equipment (PPE) such as gloves, goggles, masks, and aprons to minimise direct contact with cleaning chemicals. 	2M	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			<ul style="list-style-type: none"> - Keep chemical storage areas well-ventilated to avoid a buildup of potentially harmful fumes. - Store cleaning chemicals in their original containers, with proper labeling indicating contents, hazards, and required PPE. - Designate a specific area for mixing solutions, away from other workstations and potential contamination sources. - Implement a spill response plan, including accessible spill kits and training for workers on proper spill clean-up procedures. - Follow manufacturer guidelines for mixing chemicals and dilution ratios to prevent improper or overly concentrated mixtures. - Use non-slip flooring or mats in the mixing area to reduce the risk of slips and falls due to spills. - Encourage workers to report any respiratory issues, skin irritation, or other negative health effects while working with cleaning chemicals and consider alternative, less toxic products when feasible. - Regularly inspect and maintain mixing equipment such as dispensers, pumps, and nozzles to ensure proper function and avoid leaks or spills. - Clearly mark separate containers and utensils used for each type of chemical solution to prevent cross-contamination. - Establish routine safety audits to monitor the effectiveness of implemented control measures and adjust them accordingly. - Practice good housekeeping by keeping the mixing area clean and organised, with clearly displayed safety signage to remind workers of proper precautions in handling cleaning chemicals. 		
3. Preparing Equipment	Faulty equipment, Inadequate PPE	2M	<ul style="list-style-type: none"> - Regularly inspect, maintain and document the condition of cleaning equipment to ensure they are in proper working order. - Replace or repair any faulty equipment immediately to avoid malfunction or accidents during the cleaning process. - Train staff on how to properly operate the equipment, including best practices for effective cleaning and any necessary troubleshooting techniques. - Establish a system to track, store and monitor the inventory of cleaning supplies and materials, checking that all chemicals are stored according to the manufacturer's guidelines. - Conduct a thorough hazard assessment prior to commencing any work, identifying potential risks associated with the tasks and determining appropriate controls to reduce those risks. 	1L	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			<ul style="list-style-type: none"> - Provide employees with adequate Personal Protective Equipment (PPE) tailored to the specific hazards identified. Examples of PPE include goggles, gloves, masks or respirators, and other necessary gear. - Implement a comprehensive training programme for workers to familiarise themselves with the proper use, handling, and storage of cleaning chemicals, as well as the importance of wearing appropriate PPE. - Establish clear processes for emergency situations, including spill cleanup procedures and Material Safety Data Sheet (MSDS) access for each chemical in use. - Place warning signs in areas where chemicals are being used to inform others of potential hazards and caution them to keep a safe distance. - Ensure that all staff are aware of their responsibilities in relation to workplace health and safety best practices, including reporting any incidents or concerns promptly. - Utilise a buddy system or communicate with team members during cleaning tasks to minimise the risk of injury or accidents during the completion of work. - Promote a culture that values health and safety in the workplace by encouraging open communication and empowering employees to prioritise their well-being. - Encourage frequent handwashing and sanitizing, especially when handling chemicals or cleaning materials, to prevent cross-contamination and protect against harmful substances. - Continuously review and update workplace policies and procedures to ensure they remain relevant and effective in addressing new or evolving hazards. Regular consultations with employees can provide valuable feedback and help identify potential areas for improvement. 		
4. Applying Chemicals	Splash incidents, Accidental ingestion	3H	<ul style="list-style-type: none"> - Personal Protective Equipment (PPE): Ensure all workers wear appropriate PPE, including safety goggles for eye protection, chemically resistant gloves to protect hands, and long-sleeve clothing to minimise skin contact. - Chemical Handling Training: Provide comprehensive training to all workers regarding the safe handling, application, and storage of cleaning chemicals to prevent accidents and mishandling. - Proper Labeling and Storage: Clearly label all chemical containers with their names and hazard information, and store them in designated, secure locations to prevent accidental ingestion or unauthorised access. - Use of Proper Application Tools: Provide workers with appropriate tools such as spray bottles, mop buckets, or sponge applicators to facilitate the controlled application of cleaning chemicals. 	2M	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			<ul style="list-style-type: none"> - Clean Spills Immediately: In the case of a splash incident or spill, ensure that individuals respond promptly to clean up the area, using absorbent materials and secondary containment systems to limit potential harm. - Emergency Eye Wash Stations: Install and maintain accessible emergency eye wash stations within areas where cleaning chemicals are being used to provide immediate relief in case of accidental splashes into the eyes. - Ventilation: Maintain adequate ventilation in all workspaces where cleaning chemicals are used, including open windows or proper air circulation systems, to help disperse chemical fumes and minimise inhalation risks. - Restricted Access: Establish designated zones where cleaning chemicals are applied, limiting access only to trained personnel wearing proper PPE to minimise exposure to bystanders or non-trained staff. - MSDS Availability: Ensure that Material Safety Data Sheets (MSDS) for each cleaning chemical are readily available onsite for quick reference in case of emergencies or questions about proper handling. - First Aid and Incident Reporting: Train workers in relevant first aid procedures for possible chemical injuries, and establish protocols for reporting and investigating any incidents involving cleaning chemicals to prevent future issues or accidents. 		
5. Cleaning Surfaces	Slippery floors, Harsh contact with skin	2M	<ul style="list-style-type: none"> - Proper signage: Display appropriate warning signs clearly to indicate wet and slippery floors, ensuring that all workers and visitors are aware of the potential hazard. - Appropriate chemical storage: Store cleaning chemicals in a cool, dry place out of direct sunlight, clearly labelled, and in accordance with manufacturer guidelines. - Personal Protective Equipment (PPE): Workers should wear appropriate gloves, eye protection, and closed-toe shoes when handling cleaning chemicals and working on slippery surfaces. - Chemical dilution: Dilute the cleaning chemicals according to the manufacturer's instructions to minimise the risk of skin irritation or damage. - Training and orientation: Ensure that all staff are thoroughly trained in the safe use, handling, and disposal of cleaning chemicals, as well as how to properly clean surfaces without causing accidents. - Controlled application: Use controlled methods for applying cleaning agents, such as spray bottles or mops with controlled release, to prevent over-saturation of surfaces and reduce the risk of slips and falls. - Pre-cleaning assessment: Evaluate the condition of the surface and surrounding area prior to cleaning in order to anticipate any hazards and take necessary precautions. 	1L	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			<ul style="list-style-type: none"> - Spill management plan: Create a spill management plan to address any accidental spills, including using proper containment materials like absorbent pads and promptly alerting other workers of the situation. - Ventilation and air quality: Ensure sufficient ventilation in the workspace to prevent inhalation of chemical fumes and maintain good air quality. - Surface drying: Once the cleaning is complete, ensure that the surface is thoroughly dried using mops, towels, or air blowers to minimise the risk of slips and falls. - Regular equipment inspection: Inspect cleaning tools, equipment, and PPE regularly to ensure they are in good working condition and replace them as needed. - Emergency response plan: Establish clear procedures for handling emergencies related to cleaning chemicals and slippery surfaces, such as chemical spills or accidents that cause injury, and train all staff in these procedures. 		
6. Rinsing/Cleaning	Unintentional exposure to chemicals, Standing water	2M	<ul style="list-style-type: none"> - Proper training: Ensure all workers handling cleaning chemicals have been adequately trained in their correct usage and potential hazards. - Personal Protective Equipment (PPE): Require workers to wear appropriate PPE such as gloves, safety goggles, and aprons while handling chemicals and during rinsing/cleaning processes. - Adequate ventilation: Make sure the work area is well-ventilated to minimise fume inhalation and improve air quality during the rinsing/cleaning process. - Chemical storage: Store chemicals in their original containers with accurate labels, away from end users and other unintentional contacts. - Spill containment: Equip the work area with spill containment materials such as absorbent pads or spill kits for immediate response to accidental spills. - Correct dilution ratios: Follow manufacturer's guidelines on proper dilution ratios to ensure optimal cleaning efficacy and reduced risk of exposure. - Chemical compatibility: Be aware of chemical compatibility and avoid mixing different cleaning chemicals to prevent unintended reactions. - Safe disposal: Dispose of used cleaning solutions and rinse water according to local regulations, ensuring environmental safety and minimising the risk of exposure. - Signage and communication: Clearly communicate the presence of chemicals and associated hazards through appropriate signage and regular toolbox talks. - Standing water management: Regularly inspect the work area for standing water and clean it up immediately, using appropriate wet floor signs when necessary to warn others of slipping hazards. - Inspection of equipment: Regularly inspect cleaning tools and equipment such as mops, buckets, and hoses for wear and tear, replacing them if needed to reduce the chance of chemical exposure due to leaks or malfunctions. 	1L	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			<ul style="list-style-type: none"> - Emergency response plan: Develop and maintain an emergency response plan including first aid measures for chemical exposures, eye wash stations, and easy access to Safety Data Sheets (SDS). - Periodic audit and review: Conduct periodic audits and reviews of the rinsing/cleaning procedures and associated control measures to identify areas of improvement and ensure continued adherence to best practices for workplace health and safety. 		
7. Waste Disposal	Unsafe disposal methods, Exposure to hazardous waste	2M	<ul style="list-style-type: none"> - Proper labeling: Ensure all waste containers are properly labelled with the type of waste they contain to avoid incorrect disposal pathways and cross-contamination. - Appropriate waste containers: Use appropriate waste containers that are compatible with the specific cleaning chemicals in order to prevent possible reactions or gas emissions. - Hazardous waste handling training: Provide on-going training to all workers on correct waste disposal methods for hazardous materials, including practical training and regular refresher courses. - Waste segregation: Maintain effective segregation of waste streams by keeping hazardous waste separate from general waste, which prevents unnecessary exposure to dangerous substances. - Personal Protective Equipment (PPE) usage: Require workers to wear suitable PPE such as gloves, goggles, and protective clothing when disposing of cleaning chemicals and hazardous waste material, minimising potential contact. - Waste storage area: Designate and maintain a well-ventilated, lockable storage area for hazardous waste materials prior to disposal, ensuring that unauthorised personnel do not have access. - Environmental compliance: Follow all relevant environmental laws and regulations related to the disposal of hazardous waste materials, preventing contamination of the environment and the potential for fines and penalties. - Emergency response plan: Implement an emergency response plan to address any spillages or accidents during the waste disposal process, including immediate containment measures and clean-up procedures. - Regular waste collection: Schedule regular waste collection services from accredited waste management providers to ensure timely removal of hazardous waste material and minimise risk of accidental exposure. - Waste tracking system: Establish a waste tracking system to monitor and record the disposal process of hazardous cleaning chemicals, ensuring proper documentation and traceability. - Employee well-being monitoring: Continuously monitor workers involved in waste disposal activities for signs of illness potentially caused by exposure to cleaning chemical hazards and provide prompt medical assistance if necessary. 	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
			- Periodic audits and inspections: Conduct periodic audits and inspections to assess the effectiveness of waste disposal procedures, specifically focusing on proper labeling, storage, handling and removal of hazardous cleaning chemicals.		
8. Cleaning Equipment	Mismatched cleaning supplies, Unsafe disassembly	2M	<ul style="list-style-type: none"> - Chemical Compatibility: Ensure that all cleaning chemicals being used are compatible with each other to avoid any harmful chemical reactions, and only use manufacturer-recommended products together. - Proper Labeling: Clearly label every cleaning product in the workplace, specifying its appropriate usage and proper handling procedures. - Equipment Inspection: Inspect cleaning equipment before each use to ensure that there are no defects or damages that could lead to injury or exposure to hazardous chemicals. - Employee Training: Invest in comprehensive staff training on the correct usage, disassembly, and maintenance of cleaning equipment, as well as handling and storage practices for chemical cleaning agents. - Correct Disassembly Procedures: Establish step-by-step guidelines for employees to follow when disassembling cleaning equipment, minimising the risk of accidents and personal injury. - Personal Protective Equipment (PPE): Equip staff with necessary PPE such as gloves, goggles, and masks to minimise skin, eye, and respiratory exposure to cleaning chemicals. - Ventilation: Perform cleaning tasks in a well-ventilated area to reduce the risk of inhaling harmful fumes from cleaning chemicals. - Storage Safety: Store all cleaning chemicals in a designated location away from heat sources, food items, and out of reach of children or unauthorised personnel. - Emergency Response Plans: Develop and communicate emergency response plans for chemical spills, including containment, cleanup, evacuation procedures, and first aid measures. - Material Safety Data Sheets (MSDS): Ensure that all employees have access to MSDS information for each chemical being used in the workplace, detailing hazard information, proper handling, storage, and disposal. - Regular Control Measure Review: Continually monitor and review control measures to identify areas for improvement and ensure their consistent application throughout the workplace. 	1L	
9. Storing Chemicals	Improper storage, Leaking containers	2M	<ul style="list-style-type: none"> - Clearly label all containers and shelves with appropriate hazard signs to ensure that workers are aware of the potential hazards related to each chemical. - Store chemicals in designated areas equipped with secondary containment systems, such as spill trays or pallets, to prevent leaks from reaching the floor or other surfaces. 	1L	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			<ul style="list-style-type: none"> - Organise chemicals according to their compatibility and avoid storing incompatible substances together, as there is a risk of reaction if they come into contact. - Regularly inspect storage areas for signs of damage to cabinets, shelves, or containers to identify potential leaks or breaches. - Provide adequate ventilation in storage areas to prevent the buildup of harmful vapors and ensure compliance with occupational exposure limits. - Ensure access to storage areas is limited to authorised personnel who have been trained on proper handling procedures and personal protective equipment requirements. - Maintain up-to-date Safety Data Sheets (SDS) for each chemical onsite, and ensure workers have easy access to these documents for reference. - Keep an inventory of all chemicals stored onsite, along with their amounts and locations, so they can be quickly accounted for and addressed in case of an emergency. - Utilise appropriate storage cabinets to store flammable, corrosive, and toxic chemicals, which will help prevent any accidental releases or spills. - Ensure appropriate fire protection measures are in place, including sprinkler systems, fire extinguishers, and alarms, in case of a chemical-related fire incident. - Establish emergency response plans for any potential accidents involving chemical storage, including spill containment and cleanup procedures and first aid measures. - Routinely train employees on proper storage and handling techniques and review relevant workplace safety guidelines, ensuring they are familiar with best practices. - Install additional safety devices, such as spill alarms and sensors, to provide added security by identifying leaks before they become hazardous incidents. - Regularly conduct risk assessments and audits of the chemical storage area to ensure your workplace is meeting all relevant regulations, making adjustments and improvements as needed. 		
10. Post-Cleaning Inspection	Exposure to residual chemicals, Overlooking hazards	2M	<ul style="list-style-type: none"> - Properly train all staff members on cleaning chemical usage, storage, and disposal to ensure a thorough understanding of potential hazards and associated risks. - Establish a post-cleaning inspection checklist that details specific indicators for residual chemicals and overlooked hazards. Ensure all staff members understand and follow the procedure. - Utilise well-ventilated areas to minimise exposure to residual chemicals during the post-cleaning inspection process. Open windows and doors or use fans if necessary for added ventilation. - Utilise proper Personal Protective Equipment (PPE) such as gloves, goggles, and face masks to minimise exposure to cleaning chemicals and hazards during the inspection process. 	1L	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			<ul style="list-style-type: none"> - Follow the manufacturer's guidelines for appropriate waiting times before entering the work area for inspection, ensuring sufficient time has passed to allow for adequate chemical evaporation. - Conduct a visual inspection of the workspace to identify any visible signs of residual chemicals or unresolved hazards such as spills, leaks, and cluttered walkways. - Use appropriate equipment such as pH meters, colour-coded paper strips, or other testing methods to detect the presence of cleaning chemicals and determine whether they have been rinsed off surfaces thoroughly. - Inspect all equipment and tools used in the cleaning process for cleanliness and proper functioning. Repair or replace any damaged items as needed to maintain effectiveness and reduce hazards. - Keep detailed records of each cleaning session, including chemicals used, procedures followed, and potential hazards encountered during the process, to facilitate continuous improvement and hazard prevention. - Implement regular audits and spot checks to ensure adherence to workplace health and safety policies and compliance with regulatory requirements regarding cleaning chemicals and their usage. - Offer ongoing training and support to employees on safe work practices, including incident reporting and escalation protocols, to encourage a proactive approach to hazard identification and prevention. - Foster an open communication culture between employees and management regarding potential hazards, concerns, or suggestions related to cleaning processes, ensuring all feedback is acknowledged, investigated, and actioned as necessary. 		
11. Maintenance	Inadequate maintenance planning, Inefficient procedures	2M	<ul style="list-style-type: none"> - Develop a comprehensive maintenance schedule: Create a systematic plan detailing when and how often maintenance tasks should be performed on cleaning equipment and machinery, ensuring regular checks are done to avoid breakdowns. - Provide clear instructions and guidelines: Have well-documented procedures for carrying out maintenance tasks, including step-by-step instructions and safety guidelines that employees can follow to prevent any mishaps. - Regular inspection of cleaning equipment: Conduct thorough inspections of all cleaning equipment, machines, and the storage area for chemicals to identify and address any damage or potential hazards before they escalate into serious problems. - Training and competency assessments for maintenance staff: Ensure that workers responsible for performing maintenance tasks are adequately trained and competent in their roles, including understanding the hazardous nature of the chemicals they work with and relevant safety procedures. 	1L	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			<ul style="list-style-type: none"> - Maintain an inventory of spare parts and supplies: Keep an updated list of replacement parts and necessary supplies to ensure equipment can be repaired efficiently, minimising downtime and ensuring that safety measures are in place. - Establish communication channels: Implement a system for staff to report faulty or damaged equipment, as well as other health and safety concerns, so that issues can be swiftly addressed by the appropriate personnel. - Track maintenance records: Maintain accurate logs of completed maintenance tasks, including information on the date, specifics of the work done, and the individual responsible. This ensures ongoing accountability and helps identify patterns of recurring issues. - Perform risk assessments: Identify possible risks associated with each maintenance task and develop strategies to minimise or eliminate these hazards, such as using personal protective equipment (PPE) or implementing additional safety measures during the repair process. - Encourage a safety culture among employees: Foster a sense of responsibility for workplace safety among all staff members by encouraging open discussions and suggestions about improving safety processes, thereby reducing errors and accidents. - Regularly review maintenance procedures: Periodically evaluate the effectiveness of current maintenance plans and procedures, making necessary adjustments to improve efficiency and safety based on industry best practices or new technology advancements. 		
12. Training & Review	Insufficient training, Lack of awareness on safety protocols	3H	<ul style="list-style-type: none"> - Regularly scheduled training sessions: Ensure that all employees undergo mandatory training on the proper use, handling, and storage of cleaning chemicals, in addition to understanding the risks associated with them. - Provision of comprehensive training materials: Offer easily accessible reference materials, such as manuals, videos, and posters, in the workplace which detail safe practices for handling cleaning chemicals. - Demonstrate correct procedures: Conduct hands-on demonstrations for the employees during training sessions to illustrate the correct methods of using, storing, and disposing of cleaning chemicals. - Training on emergency response: Include instructions on how to respond to incidents involving cleaning chemicals, such as spills, leaks, or exposure, as part of regular training modules. - Retraining and refresher courses: Require periodic refresher courses for all employees to ensure that their knowledge about cleaning chemicals and related safety protocols remains current. - Supervision by qualified personnel: Assign experienced and qualified supervisors to oversee the handling of cleaning chemicals by employees, and monitor their adherence to established safety procedures. 	2M	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			<ul style="list-style-type: none"> - Evaluation and competency assessment: Test employees' understanding of key concepts related to cleaning chemical safety, and assess their ability to perform tasks correctly before allowing them to handle these substances independently. - Encourage open communication between employees and supervisors: Foster a work environment where employees feel comfortable discussing concerns and asking questions about workplace safety pertaining to cleaning chemicals. - Periodic review of safety policies and procedures: Continuously analyse incident reports, employee feedback, and new developments in the industry to identify areas for improvement in workplace safety protocols involving cleaning chemicals. - Integration of technological aids: Employ tools, such as digital checklists and reminders, to reinforce training on safe handling of cleaning chemicals and ensure compliance with safety guidelines by all staff members. 		

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

LEGISLATIVE REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES IN ANY STATE THAT ARE NOT APPLICABLE

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

SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

The signed and dated personnel listed below have cooperated in the consultation and development of this Safe Work Method Statement which has been approved by the Person/s Conducting a Business or Undertaking (PCBU). In signing this Safe Work Method Statement each individual acknowledges and confirms that they have read this SWMS in full, having raised any questions for items on this Safe Work Method Statement that require clarification, and confirms that they are competent, skilled and knowledgeable for the task assigned to them. Every person acknowledges that they have received the relevant training and qualifications where required, before carrying out any work contained in this Safe Work Method Statement. By signing this Safe Work Method Statement each individual agrees to work safely, to follow any safe work instructions which are provided, and agrees to use all Personal Protective Equipment where appropriate.

Worker Name	Position	Signature	Date	Time	Supervisor
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		

SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

The SWMS must be reviewed regularly to make sure it remains effective and must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.

When the SWMS has been revised the PCBU must ensure that all persons involved with the work are advised that a revision has been made and how they can access the revised SWMS, including all persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS. All workers that will be involved in the work must be provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.

The SWMS must be monitored regularly for the effectiveness of ensuring hazard controls are effective in reducing the risk of incidents, keeping the workplace safe for all personnel. The person responsible for monitoring the effectiveness of the Safe Work Method Statement should employ a multi-faceted approach which includes but is not limited to:

1. Spot Checks.
2. Consultation with workers, contractors and sub-contractors.
3. Internal audits on a continual basis.

An approach of continuous improvement, promptly recording inconsistencies or deficiencies, followed up by immediate corrective action and consultation with all relevant personnel ensures that the PCBU is consistently developing ever-improving systems of safe work principles.

REVIEW NUMBER	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7
NAME							
INITIALS							
DATE							

SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

This Safe Work Method Statement Review Checklist is to be followed and used upon initial development of the SWMS to help ensure that all steps have been adequately taken before work commences. Think of this document as an internal audit review checklist before commencing work, and may form part of a Toolbox Talk (safety meeting) and may be used as an opportunity for education and training.

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