

Commercial Cleaning Work | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Commercial Cleaning Work

Business Name: Coastal Hire And Sales Pty Ltd

ABN: 70114481408

SWMS#

Business Address: 33 Jindalee rd, Port Macquarie, NSW 2444

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.

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CLIENT OR PRINCIPAL CONTRACTOR DETAILS

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

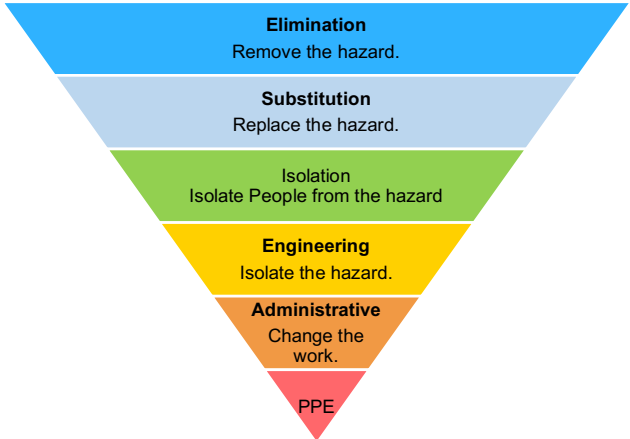
ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT

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

ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY

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

RISK MATRIX

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HEIRARCHY OF CONTROLS
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE	SCORE	ACTION	 <p style="text-align: center;">Elimination Remove the hazard.</p> <p style="text-align: center;">Substitution Replace the hazard.</p> <p style="text-align: center;">Isolation Isolate People from the hazard</p> <p style="text-align: center;">Engineering Isolate the hazard.</p> <p style="text-align: center;">Administrative Change the work.</p> <p style="text-align: center;">PPE</p>
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).

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	Trips, slips and falls, exposure to chemicals	3H	<ul style="list-style-type: none"> - Ensure proper housekeeping measures are strictly followed at the work site, keeping all walkways and access areas free of any obstructions, debris or spills. - Provide adequate training for all workers on correct techniques for lifting, carrying, and handling of cleaning equipment and supplies to minimise risk of injury. - Implement a thorough site assessment before commencing work to identify potential hazards such as slippery surfaces, loose cables, and uneven flooring and take appropriate measures to eliminate or mitigate the risks. - Utilise appropriate footwear with non-slip soles to minimise slipping hazards on wet or slippery surfaces. - Establish designated storage areas for cleaning chemicals and equipment that are easily accessible, properly ventilated, and away from pedestrian traffic to prevent exposure and unanticipated contact. - Provide appropriate personal protective equipment (PPE), such as gloves, safety goggles, and overalls, to workers handling cleaning chemicals and ensure they are trained in their usage. - Implement clear and concise labelling practices for all cleaning chemicals to prevent accidental misuse or contact, and make material safety data sheets (MSDS) readily available for reference. - Create a spill management plan that includes prompt cleanup of any spills using appropriate absorbent materials, as well as disposal procedures for used materials, to mitigate slip and fall risks. - Develop an emergency response plan that addresses potential injuries or accidents, including falls and chemical exposure, and ensure all workers are trained to recognise hazards and respond effectively to emergencies. - Conduct regular inspections and maintenance of all cleaning equipment, such as ladders, extension cords, and hoses, to ensure they remain in safe working condition and replace any damaged or worn items immediately. 	2M	
2. Handling equipment	Inadequate lifting techniques, falling objects	3H	<ul style="list-style-type: none"> - Provide appropriate manual handling training to all employees, ensuring that they understand and practice proper lifting techniques to minimise the risk of injuries. - Include regular toolbox talks to discuss and reinforce safe equipment handling methods and incident prevention strategies in the workplace. - Conduct pre-operational inspections on all equipment being used for commercial cleaning tasks, to ensure they are in a safe condition and fit for use. - Establish designated storage areas for equipment that is not in use, helping to avoid the risk of falling objects and creating an organised work environment. - Encourage workers to use teamwork and communication when handling heavy or awkward loads, which will help distribute the weight safely and reduce the strain on individuals. 	2M	

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			<ul style="list-style-type: none"> - Ensure that all equipment, whether stored or in use, is secured against accidental displacement, which will help prevent falling objects and potential injuries. - Provide personnel with personal protective equipment (PPE) such as gloves, safety boots, and high-visibility clothing to minimise the risk of injury while handling equipment. - Implement a clear reporting procedure for faulty equipment, making sure it is promptly removed from service, fixed, or replaced to maintain a safe working environment. - Set up and enforce safe work zones around the area where equipment is being handled or transported, including appropriate signage and barriers, to warn others of potential hazards. - Implement regular rest breaks for workers engaged in physically demanding tasks, reducing the likelihood of fatigue-related injuries while handling equipment. - Create a well-documented maintenance schedule for all equipment in use, ensuring that regular checks, repairs, and replacements are conducted to uphold the highest safety standards. 		
3. Mixing cleaning solutions	Chemical reactions, eye irritation	2M	<ul style="list-style-type: none"> - Ensure proper training and instruction on chemical handling and the mixing of cleaning solutions, in accordance with manufacturer guidelines. - Provide appropriate personal protective equipment (PPE), such as chemical-resistant gloves, safety goggles, and face shields, ensuring they are correctly fitted and maintained. - Label all cleaning chemicals clearly, including their hazard classification and corresponding safety data sheet (SDS), to avoid accidental misuse or incorrect mixing. - Store incompatible cleaning chemicals separately to minimise the risk of unintended reactions between substances. - Verify that the work area is well-ventilated to reduce fumes and vapour exposure, utilising exhaust fans or additional ventilation if necessary. - Implement a spill response plan to quickly address any leaks or spills of cleaning chemicals, including the availability of absorbent materials and neutralising agents. - Dispose of waste materials from mixing cleaning solutions in accordance with local environmental regulations, ensuring secure containers are used to prevent accidental exposure. - Avoid the use of highly concentrated cleaning solutions by diluting them as per manufacturer recommendations, reducing the chance of irritation and adverse reactions. - Encourage workers to take frequent breaks, particularly when working with strong chemicals, to limit overall exposure time and reduce the likelihood of experiencing eye irritation or other symptoms. 	1L	

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			<ul style="list-style-type: none"> - Implement regular monitoring and inspection of the workplace practices related to mixing cleaning solutions, addressing any identified issues immediately to maintain a safe working environment. 		
4. Sweeping	Musculoskeletal injuries, dust inhalation	2M	<ul style="list-style-type: none"> - Provide appropriate ergonomic tools, such as brooms with long handles or adjustable handles, to reduce the need for bending and stretching while sweeping. - Ensure all workers have received training in proper lifting techniques and body mechanics to minimise the risk of musculoskeletal injuries. - Rotate workers between tasks to prevent repetitive strain injuries from prolonged sweeping activities. - Implement managed rest breaks during the work shift to allow workers time to recover from the physical demands of sweeping. - Encourage regular stretching exercises before and after sweeping tasks to help reduce the likelihood of strains and sprains. - Implement a risk assessment to identify high-traffic areas that may require more frequent cleaning, and adjust work schedules accordingly to distribute workload evenly. - Ensure that adequate ventilation is available in the area being swept, to mitigate the risk of dust inhalation. - Implement a strict no-smoking policy in the working area to avoid exacerbating respiratory issues caused by dust inhalation. - Provide suitable Personal Protective Equipment (PPE), such as safety goggles and dust masks, to protect workers from dust and debris during sweeping tasks. - Consider using alternative cleaning methods, such as wet mopping or vacuuming, to minimise airborne dust particles. - Regularly inspect brooms and other equipment for wear and tear, and promptly replace as needed to ensure optimal function and minimal dust disruption. - Establish designated waste disposal areas for the collected dust and debris to be stored securely and appropriately until disposal. - Ensure that any workplace visitors or contractors are aware of the potential hazards associated with commercial cleaning work and are informed on how to conduct themselves safely within the vicinity. - Continuously review and update SWMS and safe work practices as necessary, incorporating worker feedback to ensure the workplace remains a safe and healthy environment for all parties involved. 	1L	
5. Vacuuming	Noise exposure, electrical hazards	3H	<ul style="list-style-type: none"> - Proper training: Ensure all workers are trained on the correct usage of vacuum cleaners and safety precautions to follow while operating them. 	2M	

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			<ul style="list-style-type: none"> - PPE: Provide and require employees to wear appropriate Personal Protective Equipment (PPE) like earplugs or earmuffs to minimise noise exposure during vacuuming tasks. - Limit exposure time: Schedule periodic breaks for workers involved in vacuuming tasks to reduce the continuous exposure to loud noise levels. - Vacuum maintenance: Regularly inspect and maintain vacuum cleaners to ensure they are functioning efficiently, reducing the risk of noise-related or electrical hazards. - Use vacuum cleaners with lower noise levels: Choose vacuum cleaners that produce lesser noise emission. This will significantly reduce the level of noise workers are exposed to during their tasks. - Safe power source: Connect vacuum cleaners to grounded power outlets with Residual Current Devices (RCDs) to minimise the risk of electrical faults and shocks. - Extension cords management: Keep extension cords organised and free from entanglement, ensuring they do not create tripping hazards. Inspect cords for any signs of damage before use. - Adequate workspace lighting: Make sure there is sufficient lighting in the area where vacuuming work is being done to avoid accidents due to poor visibility. - Cable awareness: Workers should always be mindful of where the vacuum cleaner's cable is to prevent accidentally pulling it out from the power outlet or causing damage. - Unplug after use: Instruct workers to unplug the vacuum cleaners from power sources when not in use to mitigate potential electrical hazards. - Report incidents promptly: Encourage workers to immediately report any incidents related to vacuuming tasks so timely actions can be taken to address the issue. - Continuous improvement: Conduct regular risk assessments to identify new hazards or revise existing control measures, keeping work practices up-to-date with best industry standards. 		
6. Mopping	Slips on wet surfaces, repetitive strain injuries	3H	<ul style="list-style-type: none"> - Proper signage: Install appropriate warning signs to inform workers and visitors of the potential hazard of slipping on wet surfaces. - Adequate lighting: Ensure there is sufficient visibility in the workplace, especially in locations where mopping will occur, to reduce the risk of accidents. - Suitable footwear: Require workers to wear non-slip or slip-resistant shoes while performing mopping tasks to decrease the likelihood of slipping on wet surfaces. - Spill management: Develop a spill response plan which includes prompt identification and clean-up procedures to mitigate the risk of slips on wet surfaces. 	2M	

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			<ul style="list-style-type: none"> - Correct technique training: Provide comprehensive training for employees on proper mopping techniques and body postures, including information on how to prevent repetitive strain injuries. - Ergonomic equipment: Ensure that all cleaning equipment, including mop handles and wringers, are ergonomically designed to minimise physical strain and discomfort during use. - Mopping frequency: Establish a regular mopping schedule to allow floors to dry before use and to remove any accumulated liquids that may cause slippages. - Workload adjustment: Rotate tasks among employees to prevent one individual from taking on too much mopping work, thereby reducing the risk of developing repetitive strain injuries. - Anti-fatigue matting: Provide anti-fatigue mats for standing areas where employees are required to perform mopping tasks for extended periods of time. - Breaks and stretching: Implement frequent breaks and encourage employees to undertake stretching exercises during periods of rest to reduce the risks of fatigue and repetitive strain injuries. - Hazard identification: Encourage workers to actively identify and report any hazards or emerging risks associated with mopping tasks to their supervisor or safety officer. - Periodic assessments: Conduct regular reviews and assessments of mopping procedures and control measures to ensure ongoing effectiveness and address any new risks that may arise. 		
7. Cleaning high surfaces	Falls from height, dropping tools	4A	<ul style="list-style-type: none"> - Provide proper training to the cleaning staff on safely cleaning high surfaces, including risk identification and effective use of safety equipment. - Use an elevated work platform (EWP) for safe access to high surfaces, ensuring it complies with the Australian Standards for design and construction. - Implement a task-specific Safe Work Method Statement (SWMS) outlining the specific work procedure and controls required for each high-level surface cleaning activity. - Encourage the use of long-handled cleaning tools to reduce the need for climbing or reaching while working at heights. - Inspect EWP and other height-access equipment before use to verify their serviceability, stability and suitability for the task. - Establish a fall prevention system (e.g., guardrails, temporary edge protection) to minimise the risk of falling from heights. - Provide appropriate personal protective equipment (PPE) such as safety harnesses and lanyards compliant with the Australian Standards, and ensure that workers are trained on its proper usage. 	3H	

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			<ul style="list-style-type: none"> - Clearly demarcate and isolate the cleaning work area, using signage and barriers, to prevent unauthorised personnel from accessing the area. - Implement a tool tethering system to secure tools and equipment while in use, reducing the risk of dropped objects. - Encourage regular communication between workers about potential hazards, changes in the work environment, and any deviations from the SWMS. - Schedule cleaning tasks during minimal-occupancy periods to reduce the potential exposure of other building occupants to hazards related to working at heights. - Establish emergency protocols, and practice periodic drills to ensure prompt action in case of incidents or accidents during high-surface cleaning activities. - Monitor and continually review worker adherence to the SWMS, control measures and safety procedures, identifying areas for improvement and taking corrective actions when necessary. 		
8. Window cleaning	Glass breakage, falling from height	4A	<ul style="list-style-type: none"> - Utilise appropriate Personal Protective Equipment (PPE), such as gloves and safety glasses, to mitigate the risk of injury from glass breakage. - Implement a safe system for working at height, including the usage of secure step ladders, scaffolding, or elevated work platforms, accompanied by workers adequately trained in their operation. - Conduct thorough risk assessments and create method statements prior to commencing window cleaning tasks, ensuring all foreseeable hazards are addressed, and control measures are put in place. - Ensure all equipment, such as extension poles and squeegees, are maintained in good working order to minimise the possibility of faults causing accidents during work. - Use appropriate signage and barricading to mark out designated work areas, warning passers-by and other staff members of potential hazards associated with window cleaning operations. - Plan the cleaning schedule to avoid periods of high pedestrian traffic, minimising the risk of collision or other incidents involving those not involved in the cleaning process. - Train staff members in manual handling techniques, reducing the chances of injuries caused by incorrect lifting or carrying procedures during window cleaning activities. - Adopt correct posture and positioning while working at height, avoiding overreaching and maintaining three points of contact on a ladder or platform when possible. - Communicate regularly with team members during work, discussing potential hazards and ensuring everyone understands their individual responsibilities during window cleaning tasks. 	3H	

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			- Schedule regular breaks for staff members if working at height for extended periods, reducing the likelihood of fatigue impacting their concentration and potentially leading to accidents.		
9. Bathroom cleaning	Exposure to bacteria, chemical spills	3H	<ul style="list-style-type: none"> - Regular personal hygiene: Workers must follow good personal hygiene practices such as frequent hand washing, wearing gloves, and using hand sanitiser to minimise contact with bacteria. - Appropriate personal protective equipment (PPE): Employees should wear suitable PPE like gloves, face masks, and safety goggles when cleaning bathrooms to prevent direct contact with hazardous substances and bacteria. - Proper cleaning procedures: Employees should be trained in the correct procedures for cleaning bathrooms, including appropriate use of disinfectants, sanitation methods, and dwell time application of cleaning chemicals. - Safe handling of chemicals: Ensure all workers are thoroughly trained on how to handle, store and dispose of cleaning chemicals safely to avoid chemical spills. - Diluting chemicals correctly: Always dilute cleaning chemicals as per manufacturer recommendations to reduce the risk of chemical burns or hazardous reactions. - Ventilation: Ensure adequate ventilation is provided in the bathroom during cleaning processes to minimise exposure to harmful fumes. - Regular equipment maintenance: Cleaning equipment should be well-maintained and checked regularly to ensure its proper functioning and to avoid any potential hazards that may arise. - Hazardous materials spill response plan: Develop a tailored plan for dealing with chemical spills, including immediate actions, containment, clean-up, and communication to relevant personnel. - Immunisations for staff: Encourage staff to keep up-to-date with relevant vaccinations, such as Hepatitis B, which can reduce the risk of infection from exposure to harmful bacteria. - Proper signage: Display warning signs indicating the presence of chemical substances and hazardous materials, as well as wet floor signs after mopping to prevent accidents. - Incident reporting: Establish a clear procedure for reporting incidents related to bacteria exposure or chemical spills and promptly address all reported events to prevent reoccurrences. 	2M	
10. Waste disposal	Punctures, exposure to hazardous substances	3H	- Utilise appropriate personal protective equipment (PPE) such as gloves, safety goggles, and sturdy footwear to minimise the risk of punctures and exposure to hazardous substances.	2M	

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			<ul style="list-style-type: none"> - Implement a waste segregation system, separating general waste, recyclable materials, and hazardous waste into clearly labelled bins to prevent cross-contamination. - Ensure all employees have received proper training on waste handling procedures, including the identification and safe disposal of hazardous substances. - Regularly inspect and maintain all waste disposal equipment, such as containers, sharps containers and compactors, to ensure they remain in good working condition. - Employ a clear reporting procedure for any incidents involving punctures or exposure to hazardous substances, enabling prompt response and corrective actions. - Develop and enforce protocols for safely handling and disposing of sharp objects, such as needles and broken glass, to minimise the risk of punctures. - Store hazardous waste in secure, designated areas with restricted access, ensuring that only trained personnel handle and dispose of these materials. - Display clear signage at waste disposal points indicating the correct disposal method for each type of waste, as well as any potential hazards associated with them. - Schedule regular audits and inspections of waste disposal areas to identify and address any potential risks or non-compliance issues promptly. - Adhere to relevant Australian laws and regulations surrounding waste disposal, including the proper disposal of hazardous substances, to ensure compliance and minimise risks to both workers and the environment. 		
11. Carpet cleaning	Allergic reactions, over-wetting carpets	2M	<ul style="list-style-type: none"> - Utilise cleaning products with hypoallergenic properties to minimize the risk of allergic reactions. - Train staff on proper methods for carpet cleaning and use of equipment, emphasizing allergen management. - Provide workers with suitable personal protective equipment (PPE) such as gloves and dust masks to avoid exposure to allergens. - Ensure periodic inspections of carpet cleaning equipment to verify its optimal functioning and avoid over-wetting carpets. - Properly ventilate the area during and after carpet cleaning operations to promote air circulation and quicker drying. - Implement a colour-coded system for cleaning materials to prevent cross-contamination and reduce allergen exposure. - Regularly review Safe Work Method Statements (SWMS) and update control measures when necessary to ensure continued effectiveness. - Encourage open communication between workers, supervisors, and management to report concerns about potential hazards and discuss possible improvements. 	1L	

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			<ul style="list-style-type: none"> - Store and handle chemical cleaners and products in accordance with Safety Data Sheets (SDS) and WHS regulations. - Clearly display signage indicating wet carpets or work zones whilst cleaning is taking place, to prevent slips and the spread of allergens. - Establish a maintenance schedule for regular vacuuming and cleaning of carpets to minimise the build-up of allergens and contaminants. - Consider implementing alternative, low-moisture carpet cleaning methods where appropriate to reduce the risk of over-wetting carpets and associated risks. 		
12. Kitchen cleaning	Burns, slips on oil spills	3H	<ul style="list-style-type: none"> - Adequate personal protective equipment: Ensure all workers wear appropriate PPE, including heat-resistant gloves, non-slip shoes, and aprons to prevent burns and slips. - Proper training: Provide thorough training for all staff members in safe kitchen cleaning practices, including the correct handling of hot equipment, slippery surfaces, and prevention techniques. - Regular inspection and maintenance: Conduct routine checks on all kitchen appliances and surfaces to ensure they are in good working condition and free from oil spills or other potential hazards. - Clearly marked designated walkways: Create clear pathways within the cooking area that are free of obstacles and have readily visible signage, indicating where employees should walk to avoid slip and trip hazards. - Cleaning schedule adherence: Implement a strict schedule for regular kitchen cleaning, ensuring areas prone to oil buildup are thoroughly cleaned and maintained regularly. - Appropriate cleaning products and tools: Ensure all cleaning materials, including mops, brooms, and detergents, are specifically designed for commercial kitchen use and effective at removing grease and oil. - Spill response plan: Develop a spill response plan detailing the steps to be taken in the event of an oil spill, such as immediate isolation and containment of the affected area and swift cleaning. - Risk assessments: Frequently conduct risk assessments of the kitchen environment to identify potential hazards and implement appropriate control measures to address identified concerns. - Staff communication channels: Establish open communication channels with kitchen staff to encourage the reporting of potential hazards, such as oil spills or malfunctioning equipment, fostering a proactive safety culture. - Emergency procedures: Provide clear instructions and training for handling emergencies, such as fires or injuries resulting from burns or slips, and ensuring that first aid kits are accessible and fully stocked. 	2M	

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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
13. Office cleaning	Ergonomic hazards, contact with sharp objects	3H	<ul style="list-style-type: none"> - Implement ergonomic training for workers to teach proper body mechanics while performing office cleaning tasks, reducing the risk of muscle strains and overexertion injuries. - Provide adjustable and well-maintained equipment such as vacuum cleaners with long hoses or telescopic handles, and mop handles to suit various worker heights and preferences. - Encourage periodic breaks for employees to stretch and rest, helping prevent musculoskeletal injuries associated with repetitive movements or prolonged static postures. - Establish a system for reporting and addressing maintenance issues with equipment, ensuring that faulty or damaged tools are promptly replaced or repaired, minimising ergonomic hazards. - Ensure work areas are well-lit and clutter-free, allowing workers to move freely without unnecessary bending, reaching, or straining while performing cleaning tasks. - Conduct thorough risk assessments to identify potential contact points with sharp objects, and communicate this information clearly to cleaning staff. - Introduce appropriate personal protective equipment (PPE), such as cut-resistant gloves, to protect workers from accidental contact with sharp objects or surfaces. - Store potentially hazardous items—such as box cutters, broken glass, or needles—in designated and clearly marked containers to reduce the risk of accidental contact during cleaning activities. - Develop established procedures for disposing of sharp waste materials safely, and train all staff members in these protocols. - Instruct workers to use proper techniques for lifting and carrying heavy items, reducing the likelihood of overexertion, strain, or injury. - Organise schedules for regular rotation of cleaning tasks among crew members to minimise repetitive motions and reduce the risk of overuse injuries. - Create a process for workers to report hazards related to ergonomic risks, ensuring that concerns are addressed proactively. - Schedule routine toolbox talks with the cleaning team to reinforce safe working practices, address any concerns, and provide ongoing training opportunities. - Encourage open communication between management and cleaning staff, fostering a culture of safety where employees feel comfortable discussing potential hazards and contributing to the development of control measures. 	2M	
14. Disinfecting surfaces	Chemical exposure, inadequate ventilation	3H	<ul style="list-style-type: none"> - Ensure that all cleaning staff are provided with appropriate personal protective equipment (PPE), including gloves, masks, and safety goggles. 	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"> - Train staff in the proper handling, storage, and disposal of chemicals used for disinfection. - Clearly label all chemical containers with their contents, hazards, and instructions for use. - Provide a well-ventilated workspace to minimise the build-up of harmful fumes during disinfection processes. - Establish a schedule for routine inspection and maintenance of ventilation systems to ensure adequate air circulation. - Ensure that Material Safety Data Sheets (MSDS) for all chemicals are readily available to all workers on-site. - Implement spill response procedures to manage and contain any accidental spills or leaks promptly. - Store chemicals securely and away from incompatible materials to avoid accidental reactions. - Enforce regular breaks and rotations for staff working in areas with continuous exposure to disinfectants. - Use only approved and tested disinfectant products that comply with Australian Standards for commercial cleaning work. - Encourage open communication between staff and management concerning any issues or concerns related to chemical exposure and workplace safety. - Conduct regular risk assessments to identify any new hazards and adapt control measures accordingly. - Implement an emergency plan, ensuring all staff are aware of evacuation procedures, assembly points, and contact details for medical assistance in case of a chemical accident. - Continuously monitor and review the effectiveness of control measures, updating policies, procedures, and training as necessary to maintain a safe workplace environment. 		
15. Equipment storage	Mishandling of chemicals, trip hazards	2M	<ul style="list-style-type: none"> - Ensure proper labelling and classification of all chemical containers to prevent accidental mix-ups or mishandling. - Store chemicals in designated and well-ventilated areas, away from heat sources, electricity and direct sunlight. - Use bunding trays or spill containment pallets for containing potential spills or leaks, preventing the spread of hazardous chemicals. - Provide appropriate personal protective equipment (PPE) such as gloves, safety glasses and aprons for employees handling chemicals, ensuring their correct usage at all times. 	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"> - Conduct regular inspection and maintenance of storage facilities, checking for damage, leaks or signs of wear that may compromise safety. - Train staff on proper handling, usage and disposal of chemicals, including emergency procedures in case of accidental spills or exposure. - Keep aisles and walkways clear of clutter, equipment and obstructions, minimising trip hazards. - Implement proper housekeeping practices, routinely cleaning up any spills, debris or waste materials to maintain a safe working environment. - Store heavy or bulky equipment at ground level or on secure shelving to prevent tipping or falling hazards. - Regularly check and maintain all storage equipment, such as shelves, racks and cabinets, to ensure they are stable and in good working order. - Encourage staff to report any hazards, near misses or incidents related to equipment storage, continuously improving workplace safety through effective communication and feedback. 		

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	