Compactor (Vibrating Plate) | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Compactor (Vibrating Plate)

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

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

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

Full Name:		
Signature:	Title:	Date:

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

Full Name:	Title:	Phone:

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

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

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

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

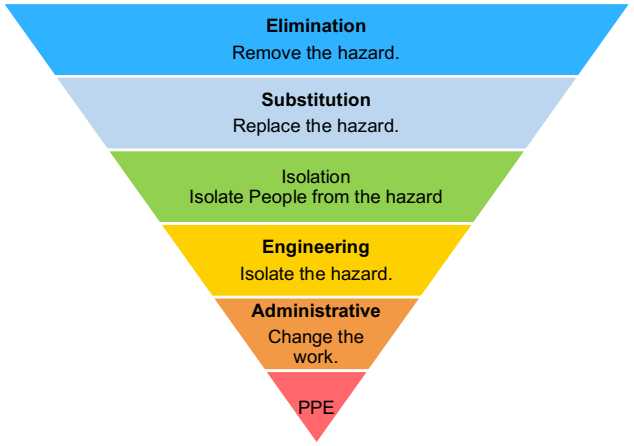
ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY							
☐ Forklift	☐ Crane/s	☐ Hoist/s	☐ Excavator	☐ Backhoe/Loader	☐ Boom Lift	☐ EWP	☐ Genie Lift
☐ Trencher	☐ Drilling Rig	☐ Trucks	☐ Formwork	☐ Bobcat	☐ Flammable Gas	☐ Fuel	☐ Dozer
☐ High Voltage	☐ Mulcher	☐ Tilt-up Panels	☐ Roller	☐ Scissor Lift	☐ Tractor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

RISK MATRIX

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

Notes on Hierarchy of Controls: Elimination methods are the most effective and preferred when controlling a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the third most effective, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment) is the least effective method.

HEIRARCHY OF CONTROLS



PERSONAL PROTECTIVE EQUIPMENT (PPE)

FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING PROTECTION	EYE PROTECTION	RESPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
											
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable).

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

When a SWMS has been revised, the person conducting a business or undertaking must ensure all:

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

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Trip hazards, manual handling injuries	2M	- Ensure proper housekeeping and remove any obstructions to reduce trip hazards around the working area. - Allocate sufficient space for maneuvering the vibrating plate compactor while in operation, reducing the chances of tripping over obstacles. - Clearly mark potential trip hazards or uneven surfaces with highly visible warning signs, cones, or barricades. - Train employees on safe practices for handling equipment and carrying out the task, emphasising proper lifting techniques and body mechanics. - Encourage employees to use buddy systems when lifting heavy objects or moving the compactor to reduce the risk of manual handling injuries. - Provide adequate personal protective equipment (PPE) like steel-toed boots, gloves, and high-visibility vests to protect employees from injury due to mishandled equipment or other hazards. - Inspect equipment before use to identify any damage, wear or malfunction, ensuring all parts are in good working order and pose no risk to users. - Use mechanical aids, such as trolleys or lift-assist devices, whenever possible to move heavy objects and miniimise manual handling risks. - Plan and organise the work in advance, identifying suitable resting points for larger compactors when needed to reduce physical strain. - Implement regular breaks and rest periods for workers to prevent fatigue and muscle strains, especially during repetitive or strenuous tasks. - Conduct ongoing monitoring and supervision to ensure that control measures are being followed and maintained, reviewing and adjusting protocols as necessary to ensure maximum safety.	1L	
2. Equipment Inspection	Faulty equipment, electrical hazards	3H	- Conduct a thorough visual inspection of the compactor (vibrating plate) before use to identify any obvious defects or damages such as cracks, damaged plates, loose bolts or connectors. - Ensure that equipment operators have completed appropriate training for the safe use, inspection and maintenance of vibrating plate compactors, including relevant qualifications or licenses if required. - Verify that the compactor's electrical components, such as power cords, switches, and outlets, are intact and free from damage or wear, which could cause electrical hazards. - Follow the manufacturer's recommendations for daily inspection and maintenance, with records kept for compliance purposes.	1L	

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			- Confirm that safety guards, labels, warnings, and other protective devices on the compactor are present and functional, providing necessary information and protection for users. - Make sure that all moving parts, such as belts and pulleys, are properly tensioned, aligned, and free from damage or debris build-up that may impair their function or create a hazard. - Test the compactor's emergency stop mechanism to ensure it is functioning correctly, with particular attention given to any electrical connections in the circuit. - Verify that the compactor's vibration settings and controls are calibrated and functioning as intended, minimising risk of excessive vibration-related injuries. - Ensure that appropriate personal protective equipment (PPE) is provided and worn by workers when operating or inspecting the vibrating plate compactor, such as gloves, safety footwear, hearing protection, and goggles or glasses. - Establish a procedure for reporting and documenting any faults, hazards, or issues identified during the inspection process, and implement an escalation plan for ensuring timely repairs or replacements. - Implement a regular maintenance schedule for the vibrating plate compactor, with inspections conducted by authorised personnel at the recommended intervals specified by the manufacturer. - Keep the area surrounding the compactor clean, dry and free of clutter, to miniimise trip or slip hazards. - Isolate and clearly tag any faulty or unsafe equipment, immediately removing it from service for repair or replacement to prevent its use until it has been appropriately addressed.		
3. Site Setup	Uneven ground, public exposure to work area	2M	- Conduct a thorough site inspection to identify any uneven ground or potential tripping hazards before setting up the work area. Address any issues by leveling the ground, filling depressions, or removing obstacles where practical. - Establish clearly defined work zones with appropriate barriers and signage to restrict unauthorised access and warn the public of potential hazards. Consider using temporary fencing or highly visible tape to separate the work area from public spaces. - Develop an effective pedestrian management plan, including designated walkways and safe crossing points to miniimise interactions between workers, equipment, and the public. - Implement clear communication protocols for workers and site supervisors to ensure workplace health and safety procedures are followed and any hazards are quickly identified and addressed.	1L	

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			- Provide ongoing training to all workers on proper operating techniques for the vibrating plate compactor, including how to work safely on uneven terrain and the importance of maintaining situational awareness while operating machinery. - Regularly inspect and maintain the vibrating plate compactor according to the manufacturer's recommendations, ensuring it is in optimal working condition to reduce the risk of accidents or malfunctions during operation. - Require workers to wear personal protective equipment (PPE), including high-visibility clothing, sturdy footwear with non-slip soles, and necessary hearing protection to mitigate risks associated with working around the vibrating plate compactor. - Utilise spotters or other trained personnel to ensure clear visual communication between machine operators and other workers, helping to avoid accidents and increase situational awareness on site. - Implement a strict "no-go" zone around the vibrating plate compactor when it is in use, ensuring pedestrians and other workers maintain a safe distance from the machinery to prevent injury from flying debris or accidental contact. - Establish a regular schedule for housekeeping and site cleanup to miniimise trip hazards, prevent clutter around the machinery, and promote a well-organised work environment that supports safe practices. - Prepare an emergency response plan, including designated first-aid personnel and easy access to medical equipment, to ensure prompt and appropriate management of any workplace incidents that may arise. - Regularly review and assess the effectiveness of these control measures, engaging worker feedback and updating procedures as necessary to further mitigate risks associated with uneven ground and public exposure to the work area.		
4. Operating Compactor	Vibration injuries, struck by objects	3H	- Provide training and instruction: Ensure all workers using the compactor are adequately trained and competent in its operation and safety procedures to miniimise vibration injuries and prevent incidents of being struck by objects. - Utilise correct PPE: Ensure all workers operating the compactor are wearing appropriate personal protective equipment (PPE) including safety boots, gloves, hearing protection, and high-visibility clothing. - Inspect the equipment before usage: Regularly inspect and maintain the compactors to ensure they're free from faults or damage that could lead to excessive vibrations or potential incidents involving flying or moving objects. - Implement a job rotation policy: Limit individual operator exposure to extended periods of time on vibrating equipment by rotating tasks and introducing breaks to miniimise the risk of injury related to prolonged vibration. - Keep a safe distance protocol: Implement exclusion zones, barriers, or markings around the operating area of the compactor, preventing unauthorised personnel or bystanders from coming near the equipment while at work.	2M	

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			- Avoid unnecessary use: Only use the compactor when required for the work task, reducing the chances of excessive vibration exposure and lowering instances of possible object impacts. - Implement proper lifting techniques: Train staff in manual handling techniques to avoid potential injuries while lifting, positioning or unloading the tools and equipment associated with the compactor. - Choose appropriate terrain: Only operate the compactor on stable and even surfaces, thus reducing the likelihood of accidents and minimising the chances of the compactor tipping over or coming into contact with hazardous objects. - Monitor equipment performance closely: Constantly supervise machine operations and immediately report any irregularities or concerns relating to excessive vibrations, heating or signs of mechanical failure. - Develop an emergency response plan: Establish an emergency response procedure in the event of a safety incident involving the compactor, making sure all staff members are aware of their roles and responsibilities during such situations. - Keep a record of health surveillance: Monitor and track worker health through periodic medical examinations, especially when the compactor is being used as part of their job regularly. This proactive monitoring will help detect early signs of vibration injuries or other concerns.		
5. Refueling	Fuel spills, fire hazards	3H	- Provide proper training to all workers that are involved in the refueling process, ensuring they understand correct methods and safety procedures. - Inspect fuel containers and hoses regularly for any wear or damage, replacing them when necessary to prevent leaks or spills during refueling operations. - Ensure a suitable spill containment system, such as spill kits or trays, is readily available near the refueling area to manage any accidental spills and prevent them from spreading. - Implement a No Smoking policy within and near the refueling area to miniimise the risk of fire hazards. - Ensure that appropriate fire extinguishers are readily available near the refueling site, and regularly inspect, maintain, and replace them as needed. - Store fuel in approved, clearly labelled containers with self-closing nozzles to miniimise potential leaks and spills. - Encourage workers to refuel equipment outside or in well-ventilated areas to miniimise fume buildup and reduce the risk of combustion nearby. - Require workers to use personal protective equipment (PPE), such as gloves and eye protection, during the refueling process to protect from potential splashes or spills. - Establish a procedure to turn off the vibrating plate compactor before refueling to avoid fires and other hazards caused by hot surfaces or friction.	1L	

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			- Develop a schedule for refueling tasks, allowing ample time for both the task itself and the careful handling of fuel supplies to miniimise rushing and making mistakes. - Regularly review and update the SWMS for refueling, taking into account any changes in equipment or processes, and always ensure staff are informed about updates to prevent accidents or misunderstandings.		
6. Maintenance	Contact with hot surfaces, sharp edges	2M	- Regular maintenance checks: Conduct routine inspections to ensure that the compactor's hot surfaces are properly shielded and sharp edges are covered or maintained. - Proper training: Ensure that all workers using the vibrating plate compactor receive appropriate training for adequate maintenance procedures, as well as identifying potential hazards. - Use of appropriate personal protective equipment (PPE): Workers performing maintenance on the compactor should wear suitable PPE, such as gloves and safety glasses, to miniimise the risk of injuries caused by contact with hot surfaces or sharp edges. - Clear signage and hazard warnings: Display signs and warnings around the work area indicating the presence of hot surfaces or sharp-edged components during maintenance activities. - Cool-down period: Allow sufficient time for the vibrating plate compactor to cool down before commencing any maintenance work to avoid contact with hot surfaces. - Use of correct tools and equipment: Provide workers with the right tools for maintenance tasks to prevent accidents when working with sharp edges or hot components. - Safe work procedures: Develop and implement standard operating procedures for performing maintenance tasks on the vibrating plate compactor, including guidance on avoiding contact with hazards. - Secure maintenance area: Create a designated maintenance zone around the compactor and establish barriers to keep unauthorised personnel away from the work site, reducing the chance of injury due to contact with hazards. - Supervision and monitoring: Provide ongoing supervision during maintenance tasks to ensure that workers follow safety guidelines and take necessary precautions. - Emergency response plan: Have a clear emergency response plan in place for dealing with any incidents involving contact with hot surfaces or sharp edges during maintenance, including first aid provisions and communication protocols. - Continuous review and improvement: Regularly review and update control measures to identify opportunities for further minimising the risks associated with hot surfaces and sharp edges during maintenance tasks.	1L	
7. Transporting Compactor	Manual handling injuries, vehicle accidents	3H		2M	

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			- Ensure that all operators and workers involved in the transportation of the compactor have completed proper manual handling training and are regularly reminded of safe lifting techniques to reduce the risk of injuries. - Always use appropriate personal protective equipment (PPE), such as gloves, safety boots, and high visibility vests while handling and transporting the compactor. - Make sure that the vibrating plate compactor is switched off and immobilized before attempting to move or transport it. - Inspect the moving parts of the compactor to ensure there are no loose components prior to transportation, which might cause any accidents during the process. - Strive for a two-person lift system, where possible, to share the load and reduce the strain on individuals when moving the compactor. - Use mechanical aids like trolleys or carts to help transport the compactor when possible, which will miniimise the risk of manual handling injuries. - Prepare a clear path with no obstacles to safely transport the compactor within the worksite and ensure that all workers are aware of the intended route. - Schedule regular maintenance checks of vehicles used in transportation to prevent any vehicle accidents due to mechanical issues. - Adhere to speed limits and follow safe driving practices while transporting the compactor on-site, ensuring drivers have the required licenses and training specific to the vehicles being used. - Use appropriate methods for securing the compactor during transportation, such as ratchet straps and chocks, to prevent unwanted movement that may lead to accidents. - Designate specific loading and unloading zones away from pedestrian walkways and other heavy equipment to miniimise the risk of injury during the transportation process. - Implement a communication system between workers and vehicle operators to ensure they are aware of each other's whereabouts and actions during the compactor transportation process. - Keep the worksite clean and organised, promptly addressing spills or obstacles that could pose a hazard to the compactor transportation or other workers in the area. - Establish an emergency response plan, including training for workers and operators on how to respond to accidents or injuries associated with transporting the compactor, ensuring a swift and appropriate course of action is taken if needed.		
8. Loading/Unloading	Falls from height, caught between objects	4A	- Pre-plan the loading and unloading process to ensure there is enough space, secure footing, and suitably trained personnel available.	2M	

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			- Inspect the area for uneven ground or potential hazards before loading or unloading the vibrating plate compactor. Clean up any debris or obstructions that could result in a fall or injury. - Ensure workers are wearing appropriate personal protective equipment (PPE), such as safety boots with adequate grip, gloves, and a high-visibility vest. - Implement proper training and follow guidelines provided by equipment manufacturers for safe loading and unloading procedures. - Make use of mechanical lifting aids (such as cranes or forklifts) when possible to miniimise manual handling of the equipment. - Establish designated loading and unloading zones marked with clear hazard signs and barriers to prevent unauthorised personnel from entering the area. - Utilise a spotter or banksman to coordinate and supervise the loading and unloading process, ensuring clear communication between team members. - If manual loading or unloading is necessary, practice correct lifting techniques, and never load or unload equipment while standing at an elevated height. - Inspect all lifting equipment, straps, and chains for damage, wear, and capacity before use, and replace any defective equipment immediately. - Secure the vibrating plate compactor properly during transport, using appropriate restraints such as webbing straps or chains, considering both horizontal and vertical forces. - Encourage a "stop work" policy if anyone involved in the process identifies an unsafe situation or feels uncertain about proceeding, allowing time for a safety review and risk reassessment. - Conduct regular safety meetings and toolbox talks to reinforce safety practices, address concerns, and share learnings on preventing falls from height and caught-between accidents during the loading and unloading process.		
9. Clearing and Grading Work Area	Struck by objects, trip hazards	2M	- Proper training: Ensure that all workers operating the vibrating plate compactor receive thorough training and are competent in handling the equipment safely. - Inspection of work area: Conduct a comprehensive inspection of the work area before commencing any clearing and grading activities to identify and remove any potential hazards or obstructions. - Appropriate safety gear: Require all personnel involved in the operation to wear appropriate personal protective equipment (PPE), such as safety boots, high visibility vests, and hard hats. - Barricading the work area: Set up barricades, cones, and warning signs around the work area to maintain a safe distance between workers and other job site personnel. - Regular housekeeping: Make sure that the work area is kept clean and free of debris at all times. Remove any tripping hazards and waste materials promptly.	1L	

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			- Clear communication: Establish clear lines of communication between all team members to prevent any confusion regarding tasks and responsibilities related to the project. - Equipment maintenance: Regularly inspect and maintain the vibrating plate compactor to ensure it is in good working condition and free of defects. - Proper lifting techniques: Train and remind workers to employ proper lifting techniques when handling heavy objects in the work area, thus minimising the risk of injury. - Effective supervision: Assign a competent supervisor to oversee the project and enforce safety measures throughout the duration of the work. - Traffic management: If working near vehicular traffic, implement a traffic management plan to miniimise the likelihood of struck-by accidents involving moving vehicles. - Secure storage of tools and materials: Store all tools and materials not in use in designated areas, away from pedestrian pathways and high-traffic zones. - Incident reporting and response plan: Develop and communicate an incident reporting and response plan to address any emergencies or injuries that may occur during the project. - Breaks and rotation: Schedule regular breaks for workers and rotate tasks when necessary to prevent fatigue, which can contribute to accidents and injuries on the job site.		
10. Excavation Works	Cave-ins, contact with utilities	4A	- Conduct a thorough risk assessment before beginning excavation works to identify potential hazards and establish appropriate controls. - Perform utility location services (e.g., call "Dial Before You Dig" or equivalent) and obtain detailed plans of underground utilities prior to starting excavations to miniimise the risk of contact with utilities. - Ensure all workers on site have completed relevant training and hold necessary certifications or tickets, such as confined spaces or working near underground utilities certification. - Consult with engineers or geotechnical experts to assess soil stability and provide recommendations for the appropriate excavation methods and shoring systems. - Establish clear work zones around the excavation area and place signs to warn others about potential hazards, such as cave-ins and utilities. - Install appropriate temporary support structures or shoring systems as recommended by an engineer or geotechnical expert to prevent cave-ins and maintain the integrity of nearby structures or utilities. - Monitor weather conditions and avoid excavation works during heavy rain, storms, or high winds that may increase the risk of cave-ins or other hazards.	3H	

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			- Employ a competent person or a spotter throughout the excavation process to observe and supervise the works regularly, ensuring compliance with safety procedures and guidelines. - Inspect and maintain all equipment required for excavation works, including vibratory plate compactors, excavators, and hand tools for optimal performance and safety. - Equip workers with appropriate personal protective equipment (PPE), such as hard hats, high-visibility vests, gloves, and protective eyewear, to reduce the risk of injury due to hazards associated with excavation works. - Implement a communication system (e.g., two-way radio or hand signals) that allows workers to communicate effectively during excavation works, especially in loud, high-vibration environments. - Stop work immediately upon discovering any utilities not previously identified, reassess the situation, and determine whether it is safe to continue or if additional measures should be implemented. - Develop and implement a site-specific emergency response plan that addresses hazards such as cave-ins and contact with utilities to ensure timely and appropriate actions are taken during an incident. - Perform regular inspections of the excavation site, monitoring for any changes in soil conditions, water infiltration or signs of collapse, and adjust control measures accordingly to maintain a safe work environment.		
11. Backfilling	Working near heavy equipment, struck by objects	3H	- Training and competence: Ensure all team members have adequate training in operating heavy equipment, specifically the vibrating plate compactor, and are aware of backfilling procedures. - Communication: Establish clear communication channels between team members, particularly those responsible for handling the heavy equipment and those working nearby. - Personal protective equipment (PPE): Require all workers to wear appropriate PPE, including a high-visibility vest, safety boots, and hard hats, to miniimise the risk of injury from potential object strikes or moving equipment. - Machine inspection and maintenance: Regularly inspect and maintain the vibrating plate compactor and other heavy equipment to ensure they are in good working condition and pose minimal risk to operators or other workers. - Barricades and exclusion zones: Set up barriers and clearly marked exclusion zones around the active backfilling and compaction areas to prevent unauthorised or unaware individuals from entering the hazard zone. - Safe work procedures: Develop and implement standardised safe work procedures for backfilling and compaction tasks, including step-by-step instructions and guidance for addressing potential hazards.	2M	

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			- Spotters and signage: Assign spotters during the operation of the vibrating plate compactor, and use clear signage to remind workers of the necessary precautions while in the vicinity of heavy machinery. - Traffic control and pedestrian management: Implement traffic control measures to regulate the movement of vehicles and pedestrians around the work site, especially in areas where heavy equipment is in operation. - Emergency response planning: Develop an emergency response plan that outlines steps to be taken in case of an incident involving heavy equipment, such as injuries or property damage, and make sure all team members are familiar with this plan. - Regular toolbox talks: Conduct regular toolbox talks to review and reinforce the importance of following established safety procedures and maintaining situational awareness around heavy equipment and potential hazards. - Continuous monitoring and review: Constantly monitor work activities around the vibrating plate compactor and other heavy equipment, and review safety procedures periodically to identify areas for improvement and ensure workers are adhering to established guidelines.		
12. Clean Up and Demobilization	Slips, trips, and falls, manual handling injuries	2M	- Ensure the work area is well-lit and clean from any waste or debris to miniimise the risk of slips, trips, and falls during clean up and demobilization. - Use proper manual handling techniques when lifting and moving equipment, such as bending at the knees and keeping a straight back to prevent injuries. - Wear appropriate Personal Protective Equipment (PPE), including slip-resistant footwear, gloves, and high-visibility clothing to miniimise risks during clean up. - Conduct regular inspections of the work area to identify and rectify potential hazards promptly, such as spillages or obstructions that could lead to accidents. - Provide adequate training on the safe operation and handling of all equipment used during clean up and demobilization procedures, including the operation of the vibrating plate compactor. - Use appropriate tools and equipment, such as brooms or vacuums, to clean up the work area instead of manually handling materials when possible to reduce the risk of manual handling injuries. - Establish designated pathways for workers and equipment during clean up and demobilization, with clear markings and signage to prevent confusion and collisions. - Communicate with team members and supervisors regularly throughout the clean up process, ensuring everyone is aware of their tasks and responsibilities to prevent accidental injuries or incidents. - Implement a ‘buddy system’ to provide assistance to workers handling heavy or awkward loads during clean up, promoting teamwork and minimising strain on individual workers.	1L	

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			- Store all tools and equipment in designatted areas before demobilization, ensuring the work environment is left uncluttered, reducing the possibility of tripping or stumbling over items. - Follow a systematic procedure for packing up and demobilizing, beginning with larger equipment and working towards smaller items, ensuring that traffic flow is properly managed to miniimise the risk of accidents. - Encourage workers to report any hazards, near misses, or accidents during clean up and demobilization, so they may be rectified promptly and possible future incidents can be prevented.		

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

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

LEGISLATIVE REFERENCES

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

Queensland & Australian Capital Territory
Work Health and Safety Act 2011
Work Health and Safety Regulations 2011
Legislation QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws
Codes of Practice QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice
Legislation ACT: https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations
Codes of Practice ACT: https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice

New South Wales
Work Health and Safety Act 2011
Work Health and Safety Regulations 2017
Legislation NSW: https://www.safework.nsw.gov.au/legal-obligations/legislation
Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/list-of-all-codes-of-practice

Northern Territory
Work Health and Safety (National Uniform Legislation) Act 2011
Work Health and Safety (National Uniform Legislation) Regulations 2011
Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws
Codes of Practice NT: https://worksafe.nt.gov.au/forms-and-resources/codes-of-practice

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

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

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

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

Victoria
Occupational Health and Safety Act 2004
Occupational Health and Safety Regulations 2017
Legislation VIC: https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations
Codes of Practice VIC: https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice

Western Australia
Work Health and Safety Act 2020
Work Health and Safety Regulations 2022
Legislation Western Australia: https://www.commerce.wa.gov.au/worksafe/legislation
Codes of Practice WA: https://www.commerce.wa.gov.au/worksafe/codes-practice

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

Model Codes of Practice

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

SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

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

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

SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

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

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

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

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

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

REVIEW NUMBER	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ 6	☐ 7
NAME							
INITIALS							
DATE							

SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

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

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

REVIEWED BY		**DATE REVIEWED**	
SIGNATURE		**DATE COMPLETED**	