Concrete Slab Polisher | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Concrete Slab Polisher

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.

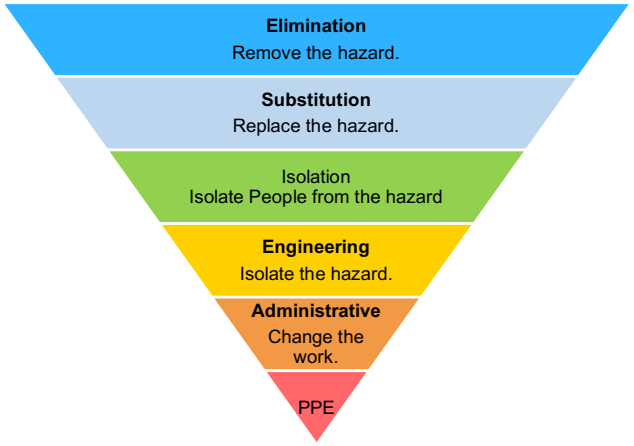
ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY							
☐ Forklift	☐ Crane/s	☐ Hoist/s	☐ Excavator	☐ Backhoe/Loader	☐ Boom Lift	☐ EWP	☐ Genie Lift
☐ Trencher	☐ Drilling Rig	☐ Trucks	☐ Formwork	☐ Bobcat	☐ Flammable Gas	☐ Fuel	☐ Dozer
☐ High Voltage	☐ Mulcher	☐ Tilt-up Panels	☐ Roller	☐ Scissor Lift	☐ Tractor	☐ 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	Slips and trips, Manual handling injuries	2M	- Ensure the workplace is clean and free from debris by conducting regular housekeeping activities, removing any potential obstacles that may cause slips or trips on site. - Clearly mark any temporary hazards, such as wet floors, with warning signage to alert workers of the risk. - Provide workers with appropriate non-slip footwear to miniimise the risk of slipping while performing tasks related to concrete slab polishing. - Train workers in proper lifting techniques to prevent manual handling injuries when loading or unloading equipment, materials, or tools. - Implement a buddy system where two or more workers complete tasks together, particularly when they involve heavy lifting or moving large objects, to reduce the potential for strain and injury. - Regularly inspect and maintain all equipment used for concrete slab polishing, ensuring it is fully functional and safe to use to avoid accidents during the preparation stage. - Identify and mark any uneven surfaces, such as cracks or protrusions within the concrete slab, so they can be addressed before polishing begins, reducing the risk for workers to trip. - Establish and enforce safe work procedures and guidelines, including proper use of equipment, designated travel paths, and restricted areas, to miniimise workers' exposure to hazards. - Assign experienced supervisors to monitor and manage the work environment, providing assistance and guidance to workers on safe practices during the preparation stage. - If required, use mechanical aids, such as trolleys, dollies, or forklifts, to transport heavy materials and reduce the need for manual handling, thus minimising the risk of injury. - Encourage workers to take regular breaks, giving them time to rest and recover from the physical demands of the job to decrease the likelihood of injury due to fatigue. - Continuously evaluate and review work processes and safety measures, allowing for adjustments and improvements to enhance the overall safety of the concrete slab polishing preparation stage.	1L	
2. Equipment setup	Electrocution, Entanglement in the machine	3H	- Ensure all electrical equipment, including the polishing machine, is inspected and tested by a licensed electrician before commencing work to avoid risks of electrocution. - Utilise Residual Current Devices (RCDs) on all electrical outlets and equipment to provide additional protection against electrocution hazards.	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
			- Check for any exposed wires or damaged cords and replace them immediately to prevent electrocution. - Ensure the work area is free from water and other conducting substances to reduce the risk of electrical shocks. - Install warning signs and barriers to restrict access to unauthorised personnel in the work area, thereby minimising their exposure to potential electrocution hazards. - Provide workers with appropriate personal protective equipment (PPE), such as insulated gloves and boots, to protect against electrical hazards when working with the concrete slab polisher. - Train workers on proper usage, handling, and storage of the polishing equipment to miniimise the risk of entanglement in the machine. - Ensure regular maintenance and inspection of the polishing equipment to identify any defects or malfunctioning parts, reducing the chance of entanglement accidents. - Establish a communication system between workers using the concrete slab polisher and those working nearby to maintain awareness and coordination in case of emergencies. - Educate workers about proper body positioning and movements while using the polisher; this helps avoid loose clothing, hair or body parts from getting caught in the equipment. - Implement lockout/tagout procedures during equipment setup, maintenance, or repair works to prevent accidental startup of the machine, thereby reducing the risk of entanglement. - Instruct workers to keep a safe distance from the rotating parts of the polishing machine to miniimise the possibility of body parts or clothing being caught in the equipment. - Encourage workers to report any hazardous conditions, such as faulty machinery or unsafe work practices, to promote a proactive safety culture in addressing potential work-related hazards.		
3. Grinding process	Exposure to dust, Noise pollution	3H	- Properly maintain and inspect the concrete polishing machines, ensuring all dust containment systems are functioning effectively to miniimise dust release. - Implement wet grinding techniques, where water is used to suppress dust while polishing the concrete slab, to reduce airborne particulates. - Mandate the use of personal protective equipment (PPE) such as dust masks or respirators with a suitable filtration system, to prevent workers from inhaling dust particles. - Conduct regular air quality monitoring in the workplace, to ensure that dust levels remain within acceptable limits and maintain proper ventilation.	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
			- Install sound barriers, where possible, to mitigate noise pollution and limit the exposure of workers and nearby residents to excessive noise levels. - Schedule periodic breaks for workers during the grinding process, allowing them to move away from the noise source and miniimise prolonged exposure to harmful noise levels. - Ensure all workers operating machinery are adequately trained and informed on how to use the equipment safely, minimising the risk of accidents leading to further hazards. - Properly secure the work area, using caution tape or barricades, to prevent unauthorised access and potential exposure to the identified hazards. - Establish and enforce a comprehensive hearing conservation programme, which includes regular employee hearing tests and the provision of custom-fit ear protection devices, such as noise-cancelling earmuffs or plugs. - Encourage open communication between workers and supervisors regarding any concerns about dust exposure or noise levels, fostering a proactive approach to hazard reduction. - Develop a detailed emergency response plan in case of incidents related to dust or noise pollution, enabling workers to act quickly and effectively in the event of an accident. - Regularly conduct toolbox talks and safety meetings to keep workers up-to-date with current best practices for managing the hazards associated with the grinding process. - When working near residential or commercial areas, ensure compliance with local noise restrictions by scheduling work during permitted hours and notifying nearby occupants about the expected noise levels. - Constantly review and update workplace health and safety practices in response to emerging industry standards, technology advancements, or lessons learned from past experiences to maintain a safe working environment for all employees involved in the concrete slab polishing process.		
4. Edge work	Poor posture, Overexposure to vibration	2M	- Proper ergonomics training: Ensure all workers are educated on proper posture and body mechanics when performing edge work on concrete slabs, so they can miniimise the risk of poor posture-related injuries. - Frequent breaks: Encourage workers to take regular breaks to give their muscles and joints a rest, reducing the likelihood of poor posture and overexposure to vibration affecting their health. - Vibration dampening equipment: Utilise tools and machinery specifically designed to reduce vibration, such as anti-vibration gloves, mats or machine mounts, to help protect workers from the harmful effects of excessive vibration.	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
			- Appropriate personal protective equipment (PPE): Equip workers with necessary PPE like knee pads and supports, cushioned footwear and back braces that promote proper posture and comfort during edge work tasks. - Job rotation: Schedule workers to perform different tasks throughout the day, rotating them between various roles to reduce the strain on specific muscle groups, thereby lowering the risk of poor posture and overexposure to vibration. - Adjustable workstations: Whenever possible, provide adjustable workstations for workers, allowing them to alter the height and position of the slab or the polishing machine in a way that is best suited to their body's individual needs. - Two-person lift technique: When lifting heavy objects, encourage workers to use the two-person lift technique. This helps distribute the weight of the load evenly, preventing strain on a single worker's spine and maintaining better posture. - Maintain tools and equipment: Regularly inspect and maintain power tools used in the task, ensuring they are functioning correctly and minimising excess vibration that may harm workers. - Training on tool usage: Provide thorough training on the correct use of concrete slab edge polishers and related tools, ensuring workers are aware of how to miniimise vibrations and maintain proper posture while working. - Evaluation of tasks and hazards: Periodically reassess tasks and hazards associated with edge work on concrete slabs, reviewing processes to ensure that control measures remain effective in mitigating risks. - Encourage early reporting of issues: Create a supportive culture where workers feel comfortable reporting any concerns related to workplace health and safety, including symptoms of poor posture or overexposure to vibration, without fear of retribution. - Tailored stretches and exercises: Provide workers with the opportunity to perform stretches and exercises specifically targeting muscle groups prone to strain from edge work activities. This helps keep workers limber and strengthens muscles, reducing the risk of injury from poor posture and vibration exposure.		
5. Polishing process	Flying debris, Slippery surface	2M	- Ensure that all workers involved in the polishing process are equipped with proper personal protective equipment (PPE), including safety glasses or goggles, face shields, earplugs, dust masks, and appropriate footwear to prevent injuries from flying debris and slippery surfaces. - Inspect the concrete slab polisher machinery and its components thoroughly before each use, ensuring that all parts are securely fastened and in good working order. - Set up suitable barriers and warning signs around the work area to restrict access to only authorised personnel and inform others of the potential hazards. - Maintain a clean and organised workspace by regularly clearing accumulated dust and debris, reducing the risk of slips, trips, and falls on slippery surfaces.	1L	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			- Ensure that all workers are adequately trained and familiar with the operation of the concrete slab polisher, including its safety features and emergency procedures. - Keep other workers at a safe distance from the polishing machinery while it is in operation to miniimise the risk of injury from flying debris. - Regularly monitor the surface conditions during the polishing process, making adjustments as required to maintain optimal traction and miniimise slip hazards. - Implement a consistent wet-polishing method for the worksite, ensuring that adequate water supply is available for the entire duration of the polishing process to reduce dust generation and improve floor traction. - Ensure that proper ventilation is in place to reduce the build-up of airborne dust particles generated by the polishing process, minimising inhalation risks. - Communicate and enforce established safety guidelines and protocols as part of regular team meetings, emphasising the importance of following the outlined control measures. - Regularly inspect and maintain all tools, machinery, and equipment, replacing worn or damaged components as necessary to ensure optimal safety and prevent malfunctions during the polishing process. - Establish designated walkways or pathways in the work area to miniimise the risk of accidental contact between personnel and the operational machinery or slippery surfaces. - Encourage workers to report any observed hazards, near misses, or incidents, promoting a culture of ongoing safety awareness and continuous improvement. - Implement regular safety audits and inspections, identifying potential hazards, and addressing them promptly with corrective action plans to improve workplace safety during the concrete slab polishing process.		
6. Slurry management	Inhalation of harmful particles, Slippery surface	2M	- Proper PPE: Ensure that all workers on site wear proper personal protective equipment (PPE), including dust masks or respirators, gloves, and eye protection to reduce the risk of exposure to harmful particles and to maintain grip while handling tools and equipment. - Appropriate ventilation: Maintain adequate ventilation within the work area, using extractor fans or other means, to miniimise the buildup of dust, fumes, and vapors generated by the polishing process. - Regular inspections: Carry out regular inspections of the work area, equipment, and machinery to identify any potential hazards and rectify them promptly. - Wet slurry management: Use wet methods for polishing processes, if appropriate, to miniimise the creation and dispersion of airborne particles. - Vacuum systems: Utilise industrial vacuum systems to collect and contain slurry during the polishing process, preventing it from spreading across surfaces and reducing its inhalation risk.	1L	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			- Spill containment: Implement spill containment strategies, such as placing absorbent materials around the work area to prevent the spread of liquid components and reduce the risk of slipping. - Anti-slip surfacing: Apply anti-slip coatings on walkways and surrounding surfaces to miniimise the chances of slips and falls due to wet or slippery conditions. - Clear signage: Clearly mark designated work areas and display clear signs to inform personnel about potential hazards and required PPE. - Proper storage: Store all hazardous substances and slurry in designated containers and containment areas, minimising exposure risks and preventing spills. - Worker training: Provide comprehensive training to workers handling concrete slab polishers, emphasising operating procedures, slurry management, and the importance of following safety guidelines. - Safe disposal: Dispose of waste material properly, adhering to relevant guidelines and regulations, and avoiding the release of slurry into drainage systems or other sensitive areas. - Housekeeping measures: Regularly clean the work area to remove excess slurry and reduce potential hazards. Schedule periodic cleaning of tools, machinery, and equipment to ensure their efficiency and safety. - Detailed planning: Outline the polishing process in your Safe Work Method Statement (SWMS), indicating appropriate control measures to be followed, and share it with all workers before commencing the job. - Regular communication: Encourage open lines of communication among workers, supervisors, and management to discuss any potential hazards, areas for improvement, and ongoing compliance with the SWMS.		
7. Repair work	Falls from height, Chemical burns	3H	- Fall prevention: Utilise guardrails, barriers or boundary lines around open edges to prevent workers from accidentally falling while performing repair work on the concrete slab. - Safe Work Procedures: Ensure that all workers engaged in the repair work are familiar with the safe work procedures and have been provided with adequate training before commencing the task. - Use of appropriate PPE: Require that all workers involved in the process wear appropriate Personal Protective Equipment (PPE), such as safety boots with slip-resistant soles, safety helmets, safety glasses, and gloves. - Proper use of chemicals: Provide clear instructions on the specific chemicals being used for repair work, including proper mixing ratios, application methods, and handling precautions to prevent chemical burns. - Chemical storage and containment: Store all hazardous chemicals securely in proper containers to miniimise the risk of spills, leaks, and exposure to workers.	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
			- Emergency response plan: Develop an emergency response plan that includes procedures for dealing with workplace accidents and injuries, such as falls from height and chemical burns. Communicate this plan to all workers and provide training as needed. - Safe access to heights: Ensure that secure, stable, and structurally sound access equipment like scaffolds, ladders or mobile elevated work platforms (MEWP) are used when working at heights. Inspect these regularly and ensure workers are trained in using them safely. - Risk assessment and planning: Before starting any repair work on the concrete slab, conduct a thorough risk assessment to identify potential hazards, and develop a plan to mitigate or eliminate the risks associated with falls from height and chemical burns. - Housekeeping: Regularly clean and maintain the workspace, ensuring that spills are cleaned up promptly, tools are stored properly, and waste materials are disposed of correctly to reduce trip and slip hazards. - Supervision: Assign an experienced supervisor or team leader to oversee the repair work, ensuring that all safety protocols and guidelines are followed, and any issues or incidents are addressed promptly. - Limit exposure to chemicals: Miniimise the duration and frequency workers are exposed to hazardous chemicals by rotating workers and scheduling regular breaks for those handling these substances. - First Aid Facilities: Set up on-site first aid stations and provide trained first aiders to attend to potential injuries, like chemical burns or falls, and facilitate a quick response in case of an emergency.		
8. Cleaning process	Exposure to chemicals, Wet surfaces	2M	- Proper Training: Ensure all workers involved in the cleaning process are adequately trained in handling and understanding the chemicals being used, including reading safety data sheets (SDS) and following appropriate guidelines. - Personal Protective Equipment (PPE): Provide necessary PPE, such as gloves, safety goggles, and chemical-resistant clothing to prevent direct contact with hazardous substances during the cleaning process. - Ventilation: Make sure adequate ventilation is maintained throughout the work area to reduce exposure to harmful fumes and vapors generated during the cleaning process. - Safe Storage: Store cleaning chemicals in clearly labelled containers and ensure they are stored securely in a designated location when not in use. - Spill Control: Have spill kits readily available to clean any accidental spills or leaks immediately to miniimise potential hazards from spreading further. - Signage: Display prominently placed caution signs around the work area to notify others of possible slip hazards due to wet surfaces.	1L	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			- Appropriate Cleaning Tools: Utilise long-handled brushes and mops to avoid direct contact with potentially hazardous materials. - Non-slip Mats: Place non-slip mats in areas where workers may encounter wet surfaces to reduce the risk of slips and falls. - Safe Work Techniques: Encourage workers to maintain proper posture and utilise safe lifting practices when handling heavy equipment or materials during the cleaning process. - Regular Inspection: Conduct periodic assessments of the worksite to identify and address any new hazards that may arise during the cleaning process. - Emergency Preparedness: Develop and communicate an emergency response plan for the worksite, including procedures to follow in case of chemical exposure or other accidents related to the cleaning process.		
9. Disposal of waste	Sharp objects, Hazardous materials	2M	- Ensure all workers handling waste materials have proper training in waste management and workplace health and safety practices. - Provide appropriate PPE such as gloves, goggles, and long-sleeved shirts for workers who are exposed to sharp objects and hazardous materials during the disposal process. - Regularly inspect disposal areas for any potential hazards, such as broken glass or exposed nails, and take necessary measures to mitigate risks. - Use designated waste containers for different types of waste materials, clearly marking them with labels such as "Hazardous" or "Sharp Objects" to miniimise confusion and risk of injury. - Implement a secure method for disposing of and bagging sharp materials, such as wrapping them in thick layers of material or placing them in sturdy, puncture-resistant containers. - Frequently empty waste containers to prevent overfilling, which can lead to spills or falling objects that may cause injuries. - Follow local regulations and guidelines for the proper disposal of hazardous materials, ensuring they are transported and processed at approved facilities. - Regularly check the condition of waste disposal equipment and containers, replacing damaged items as needed to maintain a safe work environment. - Keep the disposal area well-organised and free of clutter to prevent trips or falls during the waste removal process. - Establish a clear protocol for reporting hazards relating to waste disposal, encouraging workers to promptly notify supervisors if issues arise. - Conduct regular safety meetings or toolbox talks focusing on waste management best practices, including updated guidelines, incident reports, and proper techniques for handling hazardous materials.	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
			- Offer refresher training courses as needed to ensure all employees remain up-to-date on the latest safety procedures and processes for waste management in the workplace. - Continuously review and update work procedures related to waste management, integrating feedback from employees and adapting control measures to reflect new risks or changes to industry standards.		
10. Machine maintenance	Electric shock, Mechanical hazards	3H	- Ensure that a qualified technician performs regular inspections and scheduled maintenance of the concrete slab polisher to miniimise hazards. - Verify that machine operators have received appropriate training on the proper use, handling, and maintenance of the equipment to avoid accidents or damage. - Always disconnect power from the concrete slab polisher before performing any maintenance tasks to eliminate the risk of electric shock. - Use an appropriate lockout/tagout procedure to ensure that the machinery is disengaged from power sources during maintenance and repairs. - Perform regular examination of electrical cords, plugs, and connections to confirm their integrity and repair or replace damaged components as needed. - Utilise personal protective equipment (PPE), such as gloves, safety glasses, and hearing protection, while conducting maintenance to reduce potential injuries or exposure to mechanical hazards. - Keep the work area clean and free of debris to maintain a safe environment and prevent slipping or tripping hazards during maintenance activities. - Inspect and verify all guarding mechanisms on the machine are functioning correctly and in place to prevent exposure to moving parts and other mechanical hazards. - Store and handle fuel, lubricants, and other flammable materials according to manufacturer guidelines and local regulations to limit fire risks. - Regularly examine hydraulic systems for leaks and wear, ensuring repairs and replacements occur promptly to miniimise mechanical hazard risks and subsequent damage. - Implement an inventory control system to ensure all maintenance tools and spare parts are available when needed, eliminating delays that could lead to potential hazards. - Maintain an updated maintenance log documenting all performed actions, identified issues, and solutions implemented to address potential risks proactively. - Establish an emergency preparedness plan detailing procedures for responding to electric shock or other accidents involving the concrete slab polisher during maintenance tasks.	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
			- Encourage open communication among employees and supervisors, enabling workers to report potential hazards and empower management to take prompt action in mitigating risks during machine maintenance.		
11. Backfilling & compaction	Collapse of trench or excavation, Vehicular hazards	3H	- Provide adequate shoring or trench boxes to prevent collapse: Implement the use of shoring or trench box systems to ensure that any potential collapse is minimised and workers can safely navigate within the excavation area. - Conduct regular inspections of the excavation site: Perform frequent checks on the integrity of the excavation site, ensuring that no signs of instability are present that could lead to a collapse. - Properly train personnel on excavation safety: Ensure all workers involved in backfilling and compaction tasks have undergone appropriate training for their designated roles to miniimise the risk of accidents. - Engage experienced equipment operators: Employ qualified and experienced operators who have the skills and knowledge required to manage machinery adeptly at an excavation site. - Establish clear communication protocols: Implement effective communication procedures so that workers are informed about the daily plans, potential hazards, and emergency procedures at the job site. - Implement a traffic management plan: Create a well-planned system for controlling vehicle movements around the work zone, including designated entry and exit points, to avoid any vehicular hazards. - Utilise proper personal protective equipment (PPE): Require workers to wear appropriate PPE, such as hard hats, high-visibility clothing, and sturdy footwear, to mitigate risks associated with trench collapses and vehicular accidents. - Clearly mark the perimeter of the excavation area: Set up visible barriers or markers to delineate the boundary of the worksite, ensuring all personnel and vehicles remain aware of its vicinity and proceed with caution. - Maintain well-lit work areas: Ensure sufficient lighting in and around the excavation site during both daytime and nighttime operations to increase visibility and reduce the risk of accidents. - Adequately maintain machinery and equipment: Make sure that all equipment used during the backfilling and compaction process is regularly inspected, serviced, and maintained to eliminate malfunctions and mitigate potential hazards. - Develop an emergency response plan: Establish and familiarise workers with a comprehensive emergency response plan, including evacuation routes and assembly points, in the event of an excavation collapse or vehicular accident on site.	2M	
12. Inspection & quality assurance	Unstable structures, Inadequate safety measures	2M	- Regular inspection and maintenance: Ensure the concrete slab polisher is inspected regularly for any signs of wear, damage, or instability that could compromise its structural integrity.	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
			- Appropriate training: All workers responsible for operating or working near the concrete slab polisher should receive proper training to identify and manage hazards associated with unstable structures and inadequate safety measures. - Structural support: Whenever necessary, provide appropriate support systems such as propping, bracing, or shoring to ensure the stability of the concrete slab polisher and surrounding area. - Controlled access zones: Implement restricted access zones around the work area to prevent unauthorised personnel from entering and potentially being exposed to hazards. - Monitoring and supervision: Assign a competent person to consistently monitor work progress and adherence to safety procedures, including the enforcement of design specifications and quality control measures. - Personal Protective Equipment (PPE): Ensure all workers are equipped with suitable PPE, such as hard hats, safety glasses, gloves, and high-visibility vests when working in the vicinity of the concrete slab polisher. - Emergency response plan: Establish and communicate a clear emergency response plan to address hazards, such as potential structural failure or equipment malfunction, that could lead to injury or property damage. - Risk assessment: Conduct thorough risk assessments prior to starting work and periodically throughout the project to identify and mitigate potential hazards. - Proper equipment use: Ensure the concrete slab polisher is being used according to manufacturer guidelines and within its intended purpose, avoiding any actions that could compromise its stability or performance. -Utilise engineer inspections: Where structural concerns may exist, engage an engineering professional to inspect and approve the stability of the structure and provide recommendations for any required reinforcement. - Safe storage of materials and tools: Organise materials, tools, and equipment in a manner that minimizes trip hazards and the risk of falling objects. -Communication and signage: Use clear warning signs and communication tools to advise workers of potential hazards and remind them of necessary precautions. -Regular audits: Conduct frequent audits of workspaces, equipment, and worker practices to ensure compliance with regulations, industry standards, and company policies. Address any identified gaps or inconsistencies quickly and effectively.		

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**	