

Concrete Trowel Mechanised | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Concrete Trowel Mechanised

Business Name: Coastal Hire And Sales Pty Ltd

ABN: 70114481408

SWMS#

Business Address:

Contact Person:

Phone:

Email:

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

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

Full Name:

Signature:

Title:

Date:

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

Full Name:

Title:

Phone:

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

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

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

NAME

SIGNATURE

DATE

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

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

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

--	--	--

CLIENT OR PRINCIPAL CONTRACTOR DETAILS

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

ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT

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

ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY

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

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

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Trip hazards, Overexertion	2M	<ul style="list-style-type: none"> - Regularly inspect the worksite to identify and remove any trip hazards such as tools, debris, or uneven surfaces. - Use safety cones, cord covers, or barrier tape to control trip hazards from material storage areas, equipment, and electrical cords when removing is not possible. - Ensure proper lighting in the work area to increase visibility of potential hazards for workers. - Provide training on correct lifting procedures for workers, including bending at the knees, keeping a straight back, and avoiding twisting while lifting heavy objects. - Ensure Mechanised Concrete Trowel equipment is regularly maintained and inspected for any defects that could lead to overexertion or accidents. - Encourage regular breaks for workers to avoid fatigue and overexertion. Implement rotation schedules if necessary to prevent repetitive strain injuries. - Provide ergonomically designed tools and equipment for workers to reduce strain and minimise the risk of overexertion. - Ensure appropriate personal protective equipment (PPE) is worn by workers, including non-slip footwear and gloves, to prevent slips, trips, and falls. - Implement a clear communication system among team members, including hand signals or verbal communication, to alert others of potential hazards or when assistance is required. - Store tools and materials in designated areas when not in use to maintain an organised workspace and reduce the likelihood of trip hazards. - Foster a culture of safety within the workplace, encouraging workers to report concerns, and regularly reviewing safe work practices. - Designate pathways and keep them free from obstructions to promote safe movement throughout the work area. - Assess the workload and allocate appropriate staffing levels to ensure tasks are completed efficiently without placing undue stress on workers, putting them at risk of overexertion. 	1L	
2. Equipment Inspection	Malfunctioning equipment, Electrical hazards	3H	<ul style="list-style-type: none"> - Regular equipment inspection: Ensure that the trowel machine is inspected and maintained regularly by qualified personnel, following the manufacturer's guidelines and maintenance schedule. - Pre-start checks: Perform pre-start checks before using the equipment each day to identify any potential issues, such as worn or damaged parts, loose bolts, and proper fluid levels. - Electrical safety checks: Ensure that all electrical components, including cables, plugs, and switches, are in good working condition and free from visible damage. 	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"> - Ground Fault Circuit Interrupter (GFCI): Use a GFCI for all electrical connections to prevent electrical shocks and reduce the risk of electrocution. - Safety controls: Equip the concrete trowel machine with appropriate safety controls, such as emergency stop buttons, guards and shields on moving parts, and lockout/tagout devices. - Training and competency: Ensure that all operators receive proper training and demonstrate competence in operating the trowel machine safely, including the ability to recognise and respond to potential hazards. - Clear and safe area: Maintain a clear, safe work area around the trowel machine, keeping cords and cables securely fastened and away from water sources and high-traffic areas. - Personal Protective Equipment (PPE): Require that all workers wear appropriate PPE when operating or working near the trowel machine, including safety footwear, eye protection, gloves, and hearing protection if necessary. - Proper lifting techniques: Train workers in proper lifting techniques to prevent accidents and injuries related to the handling and transport of heavy equipment and materials. - Correct shutdown procedure: Implement a correct shutdown procedure at the end of each working day to ensure that the trowel machine is turned off, electrical connections are disconnected, and the equipment is stored safely. 		
3. Site Layout	Uneven surfaces, Collisions with pedestrians or vehicles	2M	<ul style="list-style-type: none"> - Inspect and survey the site before commencing work to identify any uneven surfaces, obstructions or potential hazards that may cause accidents during the operation of the concrete trowel machine. - Establish a well-defined work area using appropriate barriers, signage, and traffic cones to prevent unauthorised access by pedestrians or vehicles. - Perform regular maintenance and checks on the concrete trowel machine to ensure it is in good working condition and can safely operate on uneven surfaces. - Educate all personnel involved in the project about the importance of maintaining a safe distance from the equipment while it is operating to avoid collisions with pedestrians, other workers, and vehicles. - Ensure that a designated spotter is present at all times who is responsible for monitoring the activities around the work area to prevent potential collisions between the equipment and pedestrians or vehicles. - Provide adequate lighting in the work area as necessary, especially during low-visibility conditions, to improve visibility and safety for both the operator and any individuals nearby. - Consider using high-visibility vests, hard hats, and other personal protective equipment (PPE) for all workers in the vicinity of the concrete trowel machine, to increase their visibility to the operator and others. 	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"> - Develop and implement clear communication protocols among team members, including hand signals and radio communications, to ensure swift coordination, and fast decision-making in case of emergencies or unexpected changes in work conditions. - Establish a procedure for reporting and promptly addressing any issues related to uneven surfaces, obstructions, and other hazards that may be encountered during the operation of the concrete trowel machine. - Implement a regular schedule for site inspection and hazard reassessment to continuously identify, address, and monitor any new or existing risks associated with the use of mechanised concrete trowel machines. - Conduct periodic training sessions and refreshers on workplace health and safety practices relevant to the usage and operation of concrete trowel machines, ensuring all workers are well-informed and up-to-date on proper procedures and safety measures. 		
4. Mixing Concrete	Skin irritation, Inhalation of dust	3H	<ul style="list-style-type: none"> - Pre-mix concrete should be preferred to reduce dust generation; otherwise, dry ingredients must be pre-wetted before adding water. - Workers are required to wear personal protective equipment (PPE) such as gloves, goggles, and suitable dust masks to minimise the risk of skin irritation and inhalation of dust particles. - Set up a designated mixing area away from other activities, with proper ventilation to effectively disperse any dust created during mixing. - Utilise automated mixing machinery where possible to decrease direct worker contact with wet cement mixtures, reducing the potential for skin irritation. - Introduce water spraying systems around the mixing area to further suppress dust emissions. - Limit the number of workers present during the mixing process to minimise exposure to dust and concrete materials. - All containers used in the mixing process should be cleaned and maintained regularly to prevent buildup of dust and material residue. - Provide comprehensive training for employees on safe handling procedures and hazards related to handling and mixing concrete, including effective measures to mitigate risks. - Encourage regular breaks for workers involved in mixing activities, rotating job responsibilities to limit continuous exposure to the mixing environment. - Segregate waste materials and dispose of them properly, especially unused mixed concrete and cleaning residue to avoid inadvertent contact with potentially dangerous substances. 	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"> - Implement regular monitoring and supervision of the workplace and safety practices, along with periodic review of steps taken to control identified hazards, ensuring continuous safety improvement. 		
5. Pouring Concrete	Manual handling injuries, Slips and falls	2M	<ul style="list-style-type: none"> - Conduct proper manual handling training for all workers involved in pouring concrete, ensuring they understand correct lifting techniques and posture. - Provide appropriate personal protective equipment (PPE) such as gloves, safety boots, and high-visibility clothing to minimise the risk of injury while handling materials or operating machinery. - Ensure walkways and work areas are clean, dry, and free of debris, spills, or any other hazards that may cause a slip or fall. - Designate specific pathways for the movement of workers and equipment around the job site to avoid congested areas and maintain clear access routes at all times. - Use mechanical aids like wheelbarrows, trolleys, or conveyors when transporting concrete bags, reducing strain on workers from manual handling tasks. - Implement team lifting protocols when moving heavy objects, to distribute the weight evenly among all members and reduce strain on individual workers. - Regularly inspect tools and equipment for signs of wear, damage, or malfunction, ensuring timely maintenance and replacement as needed. - Establish a safe work zone by clearly marking boundaries with barricades or warning tape to prevent unauthorised personnel from entering the area. - Implement an emergency action plan in case of accidents, detailing procedures for first aid, incident reporting, and evacuation if necessary. - Organise regular break times for workers, allowing them to rest and hydrate, preventing fatigue and minimising the risk of injury due to exhaustion. - Encourage open communication between staff and management, giving workers an opportunity to voice concerns about potential hazards or suggest improvements to work practices. - Supervise the work area diligently, enforcing adherence to safety protocols and reminding workers of their responsibilities in maintaining a safe environment. - Continuously review and update the SWMS throughout the project, incorporating any new hazards or control measures identified during ongoing risk assessments. 	1L	
6. Levelling Concrete	Back strain, Falling objects	2M	<ul style="list-style-type: none"> - Ensure that workers are provided with proper training in manual handling techniques to reduce the risk of back strain while using the mechanised concrete trowel. - Enforce the use of appropriate Personal Protective Equipment (PPE) such as steel-toed boots, gloves, and high visibility vests to prevent injuries from falling objects or contact with the machine. 	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"> - Implement a buddy system where one worker operates the mechanised trowel, and another worker monitors the levelling process to ensure consistent and even distribution of the concrete. - Establish designated work zones and exclusion areas around the mechanised trowel to miniimise the risk of injury from falling objects or collisions during operation. - Maintain a clean and organised work area free of trip hazards, loose tools, and other debris that could potentially cause a falling object incident. - Inspect and maintain the mechanised trowel regularly to ensure all safety features and mechanisms are in good working order. - Utilise temporary barriers or signage to inform other workers and site visitors of potential hazards associated with the levelling process, such as falling objects or uneven surfaces. - Establish clear communication protocols between the trowel operator and support staff to report any health and safety concerns promptly. - Schedule regular breaks for the workers involved with the levelling process to miniimise fatigue and decrease the risk of errors leading to back strain or falling objects. - Encourage an open dialogue among team members about workplace health and safety, allowing workers to share their experiences and ideas for improvement. This will help build a culture of safety consciousness on the worksite. 		
7. Power Trowel Operation	Noise, Vibration	3H	<ul style="list-style-type: none"> - Proper Training: Ensure that all operators are sufficiently trained and competent in using the mechanised concrete trowel to miniimise the risk of incidents due to lack of skills or experience. - Pre-Start Inspection: Conduct a detailed inspection of the power trowel prior to operation, checking for any damage, loose parts, or signs of excessive wear that could lead to equipment failure or increased exposure to hazards. - Personal Protective Equipment (PPE): Equip operators with appropriate PPE such as hearing protection, gloves, safety boots, and high-visibility clothing to protect against noise and vibration hazards. - Noise Reduction Techniques: Utilise noise reduction methods like installing mufflers on the equipment and using sound barriers around the work area to miniimise noise exposure for workers. - Vibration Dampening: Implement vibration-dampening measures like installing anti-vibration mounts on the machine and providing anti-vibration gloves for the operator to limit vibration exposure. - Work Area Setup: Establish a designated work area for power trowel operation, clearly marked with signs or barricades to prevent unauthorised personnel from entering and potentially being exposed to 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
			<ul style="list-style-type: none"> - Equipment Maintenance: Regularly maintain and service the power trowel according to manufacturer guidelines to ensure it operates smoothly and efficiently, reducing the likelihood of increased noise or vibration. - Breaks and Rotation: Schedule regular breaks for the operator and rotate tasks among workers when possible to minimise exposure to continuous noise and vibration. - Use of Walk-behind Power Trowel Models: Consider using walk-behind models as an alternative to ride-on trowels to reduce operator exposure to vibration hazards. - Exposure Monitoring: Monitor noise and vibration levels during power trowel operations to determine whether exposure limits are being exceeded and implement additional control measures if necessary. - Communication with Operators: Maintain open communication with operators regarding potential hazards and provide them with updates on new control measures, risk assessments, or emerging concerns. - Emergency Response Plan: Develop and implement an emergency response plan to address any incidents that may occur during power trowel operation, including equipment malfunction or exposure to excessive noise or vibration levels. - Continuous Improvement: Review the effectiveness of control measures regularly and update or adjust them as needed to ensure maximum protection for workers and ongoing compliance with workplace health and safety regulations. 		
8. Edging and Jointing	Sharp tools, Repetitive strain injuries	2M	<ul style="list-style-type: none"> - Provide proper training and instruction on the safe handling and use of mechanical concrete trowel machines, as well as techniques for edging and jointing. - Always wear appropriate personal protective equipment, including safety gloves and steel-toed boots to protect against sharp tools and potential injuries from heavy equipment. - Make sure workers have access to ergonomically designed tools with comfortable handles, which can help reduce the risk of repetitive strain injuries. - Promote proper lifting techniques and encourage stretching exercises at regular intervals during the workday to minimise muscle strain and fatigue. - Implement a job rotation programme to give workers breaks from tasks that involve extensive manual labour, reducing the chances of developing repetitive stress injuries. - Maintain all equipment used for edging and jointing in good working order, regularly inspecting and servicing tools in accordance with manufacturer guidelines. - Encourage workers to communicate any discomfort or fatigue they may experience while performing tasks involving mechanised concrete troweling to address potential ergonomic concerns promptly. - Always ensure that workers clear their work area of tripping hazards before commencing any edging or jointing tasks. 	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"> - Establish an emergency response plan in case of accidents or injuries related to the use of mechanised concrete trowels, sharp tools, or repetitive strain. - Conduct a thorough risk assessment prior to the commencement of any task involving a mechanical concrete trowel and implement appropriate risk mitigation measures as needed. - Clearly mark designated walkways and boundaries within the worksite to prevent accidental contacts with sharp tools or moving equipment during edging and jointing operations. - Ensure adequate lighting and ventilation in the work area, especially when working with mechanised equipment such as concrete trowel machines, to promote better visibility and decrease the likelihood of accidents. - Promote an open culture of reporting any incidents, near misses or unsafe work practices to management to ensure continuous improvement of workplace health and safety practices. 		
9. Curing Process	Contact with chemicals, Inadequate ventilation	3H	<ul style="list-style-type: none"> - Proper PPE: Ensure workers wear appropriate personal protective equipment (PPE) such as chemical resistant gloves, goggles, and aprons when handling curing chemicals to prevent skin and eye contact. - Chemical Storage: Store all hazardous chemicals in a secure, properly ventilated area as per manufacturer's recommendations and relevant safety regulations to minimise the risk of exposure to harmful fumes. - Training: Provide regular training to workers on handling, storage, and application of curing chemicals, including how to identify potential hazards and implement necessary control measures effectively. - Ventilation: Ensure sufficient ventilation is provided in indoor workspaces where curing chemicals are in use, by utilising exhaust fans or portable blowers, thereby reducing the risk of respiratory issues stemming from prolonged exposure. - First Aid Measures: Clearly communicate and establish first aid procedures for chemical exposures, ensuring all workers are aware of symptoms requiring intervention and location of first aid kits and eyewash stations. - Safety Data Sheets (SDS): Make sure SDS sheets for all chemicals being used are easily accessible to all workers, providing critical information about potential hazards and safety instructions. - Spill Containment: Develop and implement spill containment strategies, such as having absorbent materials nearby and ensuring workers are trained in proper clean-up techniques in case a chemical spill occurs. - Area Restriction: Limit access to areas where curing process is taking place to authorised personnel only, to reduce the risk of untrained individuals encountering hazardous chemicals. 	2M	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			<ul style="list-style-type: none"> - Periodic Inspection: Conduct routine inspections of the work area, storage locations, and equipment to ensure ongoing adherence to established safety protocols and address any violations or hazards immediately. - Communication: Encourage open communication among team members regarding safety concerns or potential hazards, promoting a proactive approach in preventing incidents related to chemical exposure and inadequate ventilation. 		
10. Finishing Surface	Exposure to wet cement, Eye hazards	2M	<ul style="list-style-type: none"> - Proper training: Ensure that all workers involved in the operation of the mechanised concrete trowel are well-trained and have a solid understanding of proper machine usage and safety procedures. - Personal Protective Equipment (PPE): Require all workers to wear appropriate PPE, including waterproof gloves, safety goggles or glasses, and high-visibility vests while working with wet cement and while operating the concrete trowel machine. - Eyewash stations: Make sure eyewash stations are available and easily accessible at the worksite for immediate use in case of eye exposure to cement particles or splashes. - Machine maintenance: Regularly inspect and maintain the concrete trowel machine according to the manufacturer's guidelines to prevent breakdowns, malfunctions, or unsafe conditions during operation. - Safe work procedures: Develop and implement clear and comprehensive safe work procedures for finishing surfaces with a mechanised concrete trowel, addressing proper machine operation, hazard identification, and emergency response procedures. - Barriers and signage: Install barriers and warning signs around the work area to alert other workers and bystanders of potential hazards associated with the operation of the concrete trowel machine and the presence of wet cement. - Housekeeping: Regularly clean and remove any accumulated cement dust, debris or waste from the work area to reduce the risk of slips, trips and falls, as well as prevent unnecessary exposure to wet cement. - Ventilation: If working in an enclosed or poorly ventilated space, provide adequate ventilation to help prevent the buildup of cement dust and reduce the risk of respiratory issues for workers. - First aid provisions: Have first aid kits readily available and ensure that workers are trained to respond appropriately to any cement-related injuries or exposures. - Communication and supervision: Maintain open lines of communication among team members, supervisors, and site managers to quickly address concerns, incidents, or near misses related to the work step and its hazards. - Rotating work shifts: Limit exposure to wet cement by rotating workers through different tasks, preventing long-term contact and reducing the risk of skin irritation or other health issues related to prolonged exposure. 	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"> - Pre-job safety briefing: Conduct a pre-job safety briefing with all workers involved in the operation of the concrete trowel machine to review hazards, control measures, and emergency response procedures for the finishing surface work step. 		
11. Clean-up	Improper lifting technique, Exposure to hazardous materials	2M	<ul style="list-style-type: none"> - Ensure workers are adequately trained in manual handling techniques and correct lifting procedures to avoid injuries related to improper lifting. This includes lifting with the legs and not the back, keeping the load close to the body, and avoiding twisting while carrying heavy objects. - Identify any hazardous materials on-site (such as chemicals, solvents, or waste products) and provide appropriate storage, containment, and handling methods in line with WHS regulations. - Implement regular housekeeping during and after work tasks to maintain a clean and organised workplace, minimising the risk of slips, trips, and falls caused by debris, spills, or clutter. - Provide suitable personal protective equipment (PPE), such as gloves, boots, goggles, and masks when handling or disposing of potentially hazardous materials. - Schedule regular breaks and encourage proper rest periods for workers to minimise fatigue-related errors, which may contribute to an increased risk of injury during clean-up activities. - Maintain a well-ventilated workspace to disperse fumes and odors from hazardous materials, thereby reducing exposure levels for workers. - Establish designated waste disposal areas for different types of waste materials (such as general rubbish and hazardous materials) to prevent cross-contamination and unauthorised access. - Ensure that mechanical aids such as trolleys, wheelbarrows, and lifting equipment are readily available to assist workers in moving heavy loads and reducing the risk of injury from improper lifting techniques. - Develop a clear communication plan to ensure all team members are aware of the correct clean-up procedures, potential risks associated with the task, and their responsibilities in maintaining on-site safety. - Clearly label and store all hazardous materials according to the manufacturer's instructions and relevant WHS regulations. - Regularly inspect and maintain tools and equipment to ensure they remain in good working order and do not pose any additional hazards during the clean-up process. - Establish emergency response procedures in case of accidental exposure to hazardous materials, including a properly stocked first-aid kit and a plan for contacting emergency services if necessary. - Conduct regular toolbox talks to reinforce the importance of proper clean-up procedures, discuss any changes or updates to regulations, and address any concerns raised by 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
			<ul style="list-style-type: none"> - Encourage a workplace culture that values safety and open communication, empowering team members to report potential hazards or unsafe practices without fear of retribution. 		
12. Maintenance and Storage	Fires due to flammable materials, Unsafe storage conditions	2M	<ul style="list-style-type: none"> - Properly store flammable liquids, such as fuels and oils, in designated storage containers that meet Australian Standards requirements and keep them away from ignition sources. - Implement a strict no-smoking policy within the maintenance and storage area to reduce the risk of fires. - Provide adequate ventilation in the storage area to prevent the build-up of flammable vapours or gases. - Regularly inspect and maintain machinery parts and electrical components according to the manufacturer's guidelines to avoid short circuits or other fire hazards due to malfunctioning equipment. - Ensure appropriate fire-fighting equipment, such as fire extinguishers and fire blankets, are readily available and accessible in the maintenance and storage area. - Train all workers in proper handling, storage, and disposal of hazardous materials and waste. This includes familiarising them with the relevant Material Safety Data Sheets (MSDS) provided by the supplier. - Clearly label and segregate storage areas for different types of materials, ensuring that incompatible substances are not stored together to minimise the risk of chemical reactions. - Establish routine inspection protocols to identify any leaks, spills, or damaged containers in the storage area, and promptly attend to them as per the appropriate cleanup procedures. - Conduct regular housekeeping activities, including removing waste material and cleaning spills, ensuring the work environment remains uncluttered and organised. - Develop an emergency response plan for fires and other incidents, providing appropriate training for workers and conducting regular drills to ensure preparedness in the event of an emergency. - Use secure storage systems like lockable cabinets, racks, and shelves to prevent accidental tipping or spillages, reducing the risks associated with unsafe storage conditions. 	1L	

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	□ 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.	<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	