Demolition Saw | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Demolition Saw

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

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

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

Full Name:		
Signature:	Title:	Date:

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

Full Name:	Title:	Phone:

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

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

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

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

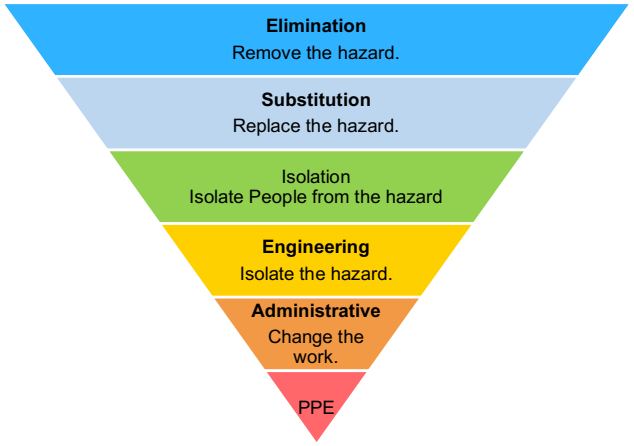
ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY							
☐ Forklift	☐ Crane/s	☐ Hoist/s	☐ Excavator	☐ Backhoe/Loader	☐ Boom Lift	☐ EWP	☐ Genie Lift
☐ Trencher	☐ Drilling Rig	☐ Trucks	☐ Formwork	☐ Bobcat	☐ Flammable Gas	☐ Fuel	☐ Dozer
☐ High Voltage	☐ Mulcher	☐ Tilt-up Panels	☐ Roller	☐ Scissor Lift	☐ Tractor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

RISK MATRIX

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

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

HEIRARCHY OF CONTROLS



PERSONAL PROTECTIVE EQUIPMENT (PPE)

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

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

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

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

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

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Trip hazards, Exposure to harmful substances	2M	- Implement thorough site inspection and housekeeping measures to identify and remove potential trip hazards such as debris, uneven ground or extraneous materials. - Provide appropriate safety signage clearly indicating designated walking paths, work zones and warning of potential risks involved with the demolition saw operations. - Ensure workers wear appropriate personal protective equipment (PPE) including safety boots with slip-resistant soles, safety goggles and gloves to minimise exposure to hazards. - Develop and enforce protocols for proper storage and disposal of harmful substances to prevent contamination of the workspace and accidental exposure to workers. - Train workers on correct techniques for lifting and transporting heavy objects, as well as maintaining good posture during tasks, to decrease the risk of injury from trips, falls or muscle strains. - Establish an effective communication system, such as clearly marked walkie-talkies or hand signals, for notifying colleagues when there is potential danger from moving machinery or the handling of hazardous substances. - Provide sufficient lighting in the work area to allow clear visibility of potential hazards, ensuring that any power cords are adequately covered to prevent tripping incidents. - Perform regular equipment inspections and maintenance routines to ensure that all tools are in safe working order and free of defects that could potentially cause accidents. - Create and enforce a job safety analysis (JSA) and safe work procedures for operating the demolition saw, taking into account identified hazards such as flying debris, noise hazards and vibration risks for long-term operation. - Establish, communicate and enforce an emergency response plan in case of accidents involving trips, falls or exposure to harmful substances to mitigate potential injuries and ensure prompt medical attention.	1L	
2. Work area establishment	Falling objects, Uncontrolled access	3H	- Erecting temporary fencing or barricades around the work area to prevent unauthorised access and minimise the risk of falling objects affecting nearby personnel. - Clearly marking designated walkways and access points for authorised personnel, ensuring they are well-lit and free of trip hazards. - Conducting daily pre-start meetings to inform all workers of the specific demolition saw tasks for the day, areas of operation, and expected hazards, including falling objects and uncontrolled access.	2M	

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			- Displaying signage at entry points and within the work area to communicate the presence of potential hazards such as falling objects and restricted access requirements. - Providing appropriate Personal Protective Equipment (PPE), such as hard hats, high visibility vests, and safety boots, to all authorised personnel working within the demolition saw area. - Implementing a 'spotter' system where trained personnel monitor the work area during demolition saw operations to identify and manage potential risks related to falling objects and uncontrolled entry. - Assigning a dedicated site supervisor with appropriate qualifications to oversee and coordinate works carried out by the demolition saw, ensuring proper risk management is in place. - Establishing exclusion zones around the demolition saw work area and clearly communicating these restrictions to prevent unauthorised access or inadvertent entry into hazardous areas. - Regularly inspecting and maintaining the demolition saw equipment to ensure it is in good working order and reduce the likelihood of equipment failure causing falling objects or other onsite hazards. - Developing an emergency response plan, including procedures for managing incidents involving falling objects and uncontrolled access, ensuring all personnel are aware of their roles and responsibilities during emergencies. - Conducting toolbox talks before commencing work to reinforce safe work practices and address any concerns regarding potential hazards related to falling objects and uncontrolled access in the work area. - Continually monitoring and reviewing the effectiveness of implemented control measures, making adjustments when necessary to ensure optimal worker safety within the demolition saw work area.		
3. Saw inspection	Maintenance issues, Electrical hazards	3H	- Conduct regular visual inspections of the demolition saw to identify any worn or damaged parts that may require replacement to ensure safe operation. - Ensure all electrical connections are secure and free from damage, including frayed wires or loose connections. - Implement a preventative maintenance schedule for the demolition saw, including regular servicing by a qualified technician. This will help prevent unexpected breakdowns and potential safety hazards. - Follow manufacturer's guidelines for the maintenance and repair of the demolition saw, ensuring that only approved replacement parts are used. - Inspect all power leads, plugs, and outlets for signs of damage prior to use, promptly addressing any issues that could pose electrical risks.	1L	

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			- Utilise appropriate personal protective equipment (PPE), such as safety glasses, gloves, hearing protection, and dust masks when operating or maintaining the demolition saw. - Maintain a clean work area around the demolition saw to prevent the buildup of dust and debris which can contribute to maintenance issues and create electrical hazards. - Utilise residual current devices (RCDs) to protect against potential electrical shocks during saw operation. - Train all workers on proper use, maintenance, and inspection procedures for the demolition saw, ensuring they understand how to recognise and address potential safety hazards. - Display warning signs and safety reminders in the work area to highlight the risks associated with using the demolition saw and promote awareness of best practices amongst workers. - Keep the demolition saw lubricated according to manufacturer specifications to minimise wear and prolong its lifespan. - Store the demolition saw in a dry, secure location when not in use, protecting it from weather and potential damage. - Document all inspections, maintenance, and repairs undertaken on the demolition saw to maintain a detailed record of its condition and history. - Conduct toolbox talks to raise worker awareness about the importance of saw inspection and maintenance, reinforcing key safety principles and encouraging open communication about potential concerns or incidents.		
4. Personal protective equipment	Inadequate protection, Improper use	3H	- Comprehensive training: Provide thorough instruction on the appropriate use of personal protective equipment (PPE), ensuring that workers understand correct handling procedures. - Pre-work checks: Ensure all PPE is correctly fitted, in good condition, and suitable for the task at hand before commencing work. - Eye protection: Workers must wear safety goggles or face shields to protect against dust, debris, and flying particles. - Hearing protection: Use earmuffs or earplugs to safeguard against excessive noise levels produced by the demolition saw. - Hand protection: Wear cut-resistant gloves to minimise the risk of injury from sharp materials during the demolition process. - Respiratory protection: Utilise dust masks or respirators to reduce the inhalation of harmful dust and particulates created by the saw. - Protective clothing: Long-sleeved shirts and trousers should be worn to guard against potential skin lacerations and abrasions.	1L	

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			- Foot protection: Steel-toed boots must be worn at all times to shield feet from falling objects and prevent puncture injuries. - Regular equipment maintenance: Schedule routine inspections and maintenance of PPE to ensure its continued effectiveness. - Clear communication: Employ clear communication strategies among workers, supervising staff, and site visitors regarding the proper use of PPE. - Hazard signage: Display highly visible warning signs in relevant areas to remind workers of the hazards specific to the work step and the necessity of using PPE. - Adequate supervision: Maintain a constant level of oversight to confirm that workers are correctly using their PPE and following established safety protocols. - Emergency procedures: Have an up-to-date emergency plan in place, incorporating appropriate measures to address any potential incidents related to the misuse of PPE or inadequate protection. - Periodic retraining: Offer regular refresher courses and updates on the latest best practices to maintain workers' proficiency in the safe and appropriate use of PPE during the demolition saw process.		
5. Power up saw	Electric shock, Equipment malfunction	3H	- Inspect the saw for any visible defects or damage, including the power cable, before powering it up to minimize the risk of failure. - Ensure all workers operating or in close proximity to the demolition saw have been adequately trained and instructed in its proper use and safe handling techniques. - Verify that the electrical supply is suitable for the equipment's requirements, including correct voltage, current capacity, and earthing to minimise electrical shock hazard. - Check that the worksite has a residual current device (RCD) installed to provide additional protection against electric shock. - Keep the area around the saw clear of any water or damp substances to reduce the chance of electrical hazards. - Conduct regular maintenance on the saw according to manufacturer guidelines to ensure its parts are functioning correctly and safely, reducing the risk of an equipment malfunction. - Utilise appropriate personal protective equipment (PPE) such as safety glasses, hearing protection, non-slip gloves, and steel-toed boots for workers to mitigate potential injuries from mishaps during saw operation. - Implement strict lockout/tagout procedures to restrict access to the saw when not in use by authorised personnel only; this limits accidental activation and reduces hazards associated with untrained workers trying to operate the saw. - Ensure good ventilation is maintained in the working area to prevent overheating and the build-up of dust, which can lead to equipment malfunction.	1L	

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			- Develop and follow a Safe Work Method Statement (SWMS) that details the step-by-step approach for safely operating the demolition saw while accounting for the specific conditions and potential risks of the workplace. - Establish communication protocols between saw operators and other workers to coordinate tasks and maintain awareness of each other's movements, reducing the likelihood of accidents. - Encourage a safety-conscious culture within the workplace by holding regular meetings to discuss safety concerns, updating policies and procedures as needed, and empowering workers to report unsafe behaviours or practices without fear of retribution.		
6. Cutting procedure	Dust inhalation, Noise exposure	3H	- Proper training and instruction on the safe use and handling of a demolition saw for all relevant personnel. - Ensuring workers wear appropriate personal protective equipment (PPE), including dust masks or respirators, earmuffs or earplugs, eye protection, and safety boots. - Implementing wet-cutting techniques where possible to greatly reduce dust generation during the cutting process. - Utilising vacuum attachments or dust extraction systems with HEPA filters to capture and control airborne particles when dry cutting is used. - Regularly inspecting, maintaining, and servicing the demolition saws per manufacturer specifications to ensure proper operation and performance. - Encouraging regular breaks and rotation of tasks amongst team members to minimize prolonged exposure to noise and dust. - Establishing designated cutting areas that are away from other work activities and pedestrian traffic, to reduce risk exposure to others on-site. - Using barriers, signage, and exclusion zones to clearly demarcate work areas and keep unauthorized personnel at a safe distance during cutting operations. - Requiring workers to have regular hearing assessments and monitoring their lung function, particularly those who frequently perform tasks involving high levels of dust and noise exposure. - Setting up emergency response procedures in place, such as first aid and easy access to emergency contact numbers, should an accident or exposure incident occur. - Communicating and promoting awareness through toolbox talks and pre-start safety meetings, discussing potential hazards, control measures, and any identified risks or concerns specific to the task. - Actively encouraging workers to report any unsafe conditions or health issues that may arise as a result of their exposure to dust and noise while performing cutting tasks.	2M	

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			- Reviewing and updating Safe Work Method Statements (SWMS) and risk management plans regularly to reflect changes in work practices, equipment, or personnel, and ensuring ongoing compliance with Australian WHS regulations.		
7. Handling materials	Manual handling injuries, Splinters or sharp edges	2M	- Conduct correct manual handling training for workers involved, including lifting techniques and load distribution. - Provide appropriate personal protective equipment (PPE) such as gloves and safety footwear to prevent injuries from sharp edges and splinters. - Implement a buddy system for lifting and carrying heavy or cumbersome materials, minimising stress on individual workers. - Ensure all cutting tools and implements are properly maintained, reducing the risk of breaking or splintering during use. - Utilise equipment such as mechanical lifts, trolleys, or wheelbarrows to transport heavier materials, avoiding strain on workers. - Pre-plan material handling routes to avoid obstructions, uneven surfaces, and other hazards that could cause difficulties while transporting materials. - Employ proper storage methods for materials, such as stacking them neatly on palleted racking systems, ensuring they are secure and eliminating the potential for injury from stacked materials. - Regularly inspect materials for damage, wear, or contamination that could introduce hazards when handling. - Establish work rotation plans, allowing individuals to switch tasks periodically, lessening the occurrence of repetitive stress injuries. - Create appropriately sized exclusion zones around work areas to ensure other workers or visitors are not at risk from falling materials or debris during cutting and demolition operations. - Display clear signage to warn of potential hazards related to handling materials, such as falling objects, trip hazards, and sharp edges. - Maintain effective communication between workers in the area, ensuring everyone is aware of ongoing activities and any potential hazards associated with the handling of materials. - Review and update this Safe Work Method Statement (SWMS) regularly to identify new hazards and implement additional control measures as required, ensuring that all staff members remain up-to-date on preventative safety measures.	1L	
8. Waste disposal	Improper lifting techniques, Environmental hazards	2M	- Provide proper manual handling training to workers for safe lifting techniques, thereby reducing the risk of musculoskeletal injuries.	1L	

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			- Ensure all team members are equipped with appropriate personal protective equipment (PPE) such as gloves, safety boots, and high-visibility clothing while disposing of waste materials. - Utilise mechanical aids, such as trolleys or wheelbarrows, for moving heavy or cumbersome waste materials to prevent strain injuries. - Store hazardous waste materials separately in clearly labelled, secure containers and dispose of them in accordance with relevant guidelines and regulations. - Keep a spill kit readily available on-site to manage accidental spills or leaks promptly and minimise potential environmental damage. - Ensure good housekeeping practices by routinely clearing work areas of debris and waste materials to reduce trip hazards and maintain a tidy and safe environment. - Implement a waste management plan outlining procedures for sorting, storing, and disposing of various types of waste generated during the demolition process. - Use covered bins and waste receptacles to minimise airborne dust and debris, mitigating potential respiratory health hazards and further environmental contamination. - Regularly audit waste disposal practices to ensure compliance with Workplace Health and Safety guidelines and update the waste management plan accordingly when necessary. - Educate employees about their responsibilities regarding environmentally responsible waste disposal, including recycling measures where feasible. - Partner with local waste management services to ensure prompt collection and disposal of waste materials, thus reducing potential hazards associated with prolonged storage on site.		
9. Break periods	Fatigue, Heat stress	2M	- Implement a rotating roster system to ensure workers have sufficient break periods and avoid overexertion, thus minimising the risk of fatigue. - Provide a designated, well-ventilated rest area with suitable seating for employees to use during breaks. - Maintain regular communication with workers to monitor their wellbeing, encouraging the reporting of any fatigue-related issues immediately. - Schedule mandatory breaks according to relevant Australian legislation and guidelines to align with optimal work-rest ratios. - Encourage workers to maintain proper hydration by providing easy access to clean drinking water on site. - Train employees on heat stress awareness and educate them on the potential risks associated with working in high-temperature environments. - Incorporate shade structures or temporary canopies where possible to reduce direct sun exposure and mitigate the chances of heat stress during break periods.	1L	

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			- Monitor weather conditions closely, adjusting work schedules and break durations accordingly to accommodate extreme heat variations. - Encourage employees to wear loose-fitting and breathable clothing, permitting adequate airflow and increasing comfort during break periods. - Provide personal protective equipment (PPE) that is appropriate for hot weather conditions, such as cooling vests and wide-brimmed hats. - Promote the consumption of electrolyte-replenishing beverages during break periods to counteract excessive sweating and potential dehydration. - Implement an emergency action plan for heat-related illnesses, ensuring all staff are trained to recognise signs of heat stress and understand the appropriate response procedures. - Establish a buddy system amongst colleagues to encourage the monitoring and reporting of fatigue and heat stress symptoms. - Regularly review and update safe work procedures regarding break periods, incorporating new techniques gleaned from industry advancements and best practices for managing the hazards of fatigue and heat stress.		
10. Equipment maintenance	Faulty machinery, Inadequate tool storage	2M	- Regularly inspect and maintain demolition saws to ensure their proper functioning and minimise the risk of faulty machinery. - Conduct pre-start checks before every usage, checking for any visible signs of wear, damage or defects on the demolition saw. - Implement a scheduled maintenance plan for the demolition saw, including servicing as recommended by the manufacturer's guidelines. - Store demolition saws in appropriate tool storage units when not in use, preventing any accidental damage or contact with other tools. - Perform repairs or replace damaged parts immediately if any faults or issues are detected during inspections or regular use. - Provide training for workers on how to properly handle, transport, clean and store the demolition saw to prevent any accidental damages or mishandling. - Only allow trained and authorised personnel to access and operate demolition saws, ensuring that they understand the risks and control measures associated with the equipment. - Equip the demolition saw with necessary safety features such as blade guards, which should be regularly inspected for effective performance. - Maintain a record of all equipment maintenance activities, allowing management to review inspection results and adherence to a preventative maintenance schedule. - Establish designated tool storage areas within the worksite, ensuring the area is secure and organised. Clearly mark the location and store tools safely when not in use.	1L	

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			- Use double-insulated power tools, extension cords and plugs, minimising the risk of electric shocks during malfunction or maintenance procedures. - Replace worn-out or end-of-life equipment with newer models equipped with advanced safety features, promoting a safer work environment and reducing the risk of equipment-related incidents. By following these control measures, you can significantly reduce the risks of faulty machinery and inadequate tool storage, ensuring a safe and efficient work process while using the demolition saw.		
11. Monitoring work progress	Struck by moving objects, Slips and falls	3H	- Conduct regular tool-box talks to ensure workers are well-informed about the work progress and any potential hazards associated with demolition saw operations. - Designate specific walkways and exclusion zones around the working area, marked clearly with safety signage to prevent unauthorised access and reduce the risk of slips and falls. - Implement the use of personal protective equipment (PPE) such as hard hats, high-visibility vests, gloves, safety boots, and safety eyewear to minimise injury from potential hazards. - Ensure adequate lighting is maintained in all work areas, particularly in high traffic zones, reducing the chance of slips, trips, and falls. - Follow all manufacturer guidelines for the safe operation, maintenance, and storage of demolition saws to minimise operational risks. - Schedule regular inspections and audits of the workplace and all equipment, ensuring compliance with WHS regulations and identifying any hazards before they become critical incidents. - Encourage open communication among workers, supervisors, and managers regarding any observed hazards or unsafe practices, creating a culture of proactive workplace health and safety. - Implement a system for regularly monitoring and reviewing worksite conditions and the effectiveness of current control measures, allowing for continuous improvement in hazard management. - Offer training and instruction on proper lifting and handling techniques, avoiding strain injuries that may arise from moving heavy objects or using tools such as demolition saws. - Investigate and take prompt action when incidents or near-misses occur, analysing root causes and implementing corrective actions to prevent similar occurrences in the future. - Provide workers with adequate breaks and an appropriate work-rest schedule, preventing fatigue-related hazards and maintaining overall productivity.	2M	

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			- Keep a tidy and organised worksite, with clear paths and proper storage for equipment, reducing the propensity for slips and falls as well as the potential for struck-by incidents involving improperly stowed materials or tools.		
12. Emergency response	Delayed response, Inadequate first aid supplies	3H	- Developing an emergency response plan: Before commencing work, create a comprehensive emergency response plan that outlines procedures and communication strategies for addressing potential hazards. - First Aid training: Ensure that team members have completed appropriate First Aid courses, and are familiar with basic emergency response procedures. - Designating emergency responders: Assign specific individuals to be responsible for coordinating emergency response efforts in the event of an accident or injury. - Communicating emergency procedures: Communicate the emergency response plan to all workers on site to encourage awareness and preparedness. - Accessible first aid kits: Provide adequate First Aid supplies and make them accessible in strategic locations throughout the worksite. - Regular equipment inspection: Inspect all demolition saws and other equipment regularly to ensure their proper functioning, minimising the risk of accidents. - Two-way communication devices: Equip workers with two-way communication devices (like walkie-talkies) to quickly communicate emergencies to management. - Adequate signage: Place visible signs around the worksite indicating emergency exits and evacuation routes, as well as location of first aid kits. - On-site assembly points: Establish designated assembly points for workers to gather in the event of an emergency, and clearly communicate these locations to all staff. - Periodic emergency drills: Conduct regular emergency drills so that employees know how to react in case of an actual emergency. - Evacuation route maintenance: Continually assess and maintain clear evacuation routes throughout the worksite, free from debris and obstructions. - Pre-job safety briefings: Conduct safety briefings before each job, reminding employees of the emergency response plan, evacuation points, and first aid kit locations. - Reporting incidents and near misses: Encourage employees to report any incidents or near misses, allowing for further investigation and the implementation of additional control measures if needed.	1L	
13. Worksite communication	Language barriers, Miscommunication of hazards	2M	- Implement a clear communication procedure that involves regular toolbox talks, pre-start meetings and safety briefings to address any potential language barriers and improve overall worksite communication.	1L	

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			- Ensure all employees undergo a comprehensive safety induction process that highlights the importance of effective communication in maintaining a safe working environment, especially when using a demolition saw. - Provide training materials, standard operating procedures (SOPs) and safety signage in multiple languages to cater to workers with varied linguistic backgrounds. - Appoint designated bilingual personnel or employ professional interpreters where necessary to facilitate communication between workers who may not share a common language. - Utilise simple, clear and universally understood hand signals and visual communication systems, such as flags or colour-coded labels, in addition to verbal communication for conveying critical safety information and warning of hazards. - Develop a buddy system during training sessions and work tasks to partner workers who speak different languages, enabling them to support and learn from one another whilst fostering better communication and teamwork. - Ensure all workers understand the importance of reporting any observed hazards or safety concerns promptly, and provide a range of communication channels, such as suggestion boxes or anonymous hotlines, to enable this. - Regularly review the effectiveness of your worksite's safety communication strategies, including seeking feedback from staff and engaging in ongoing updates and improvements as needed. - Organise multi-language awareness sessions focusing on Australian workplace culture and how diverse linguistic capabilities of different workers can be managed effectively through respectful and inclusive communication. - Train supervisors and team leaders on appropriate methods of delivering safety instructions and on-the-job training to workers with limited English proficiency, such as by employing visual aids, demonstration, and hands-on learning techniques, to ensure all workers can perform tasks safely and competently.		
14. Demobilisation	Traffic hazards, Pedestrian safety	2M	- Implement traffic management plans in accordance with Australian standards, ensuring safe access and egress for authorised vehicles and personnel. - Clearly designate pedestrian walkways separate from vehicular pathways to reduce the risk of accidents involving pedestrians. - Provide appropriate signage around the work site to alert motorists and pedestrians of ongoing works and potential hazards. - Ensure all personnel are equipped with high-visibility clothing and appropriate Personal Protective Equipment (PPE) to make them easily noticeable. - Educate workers on demobilisation procedures and safety precautions before commencing the work step. - Schedule transportation of materials during off-peak hours or specific time frames to minimise traffic disturbance.	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
			- Utilise appropriately certified flaggers/traffic controllers for supervising vehicle movements within the site and when large machinery is being moved. - Employ a dedicated spotter for reversing vehicles and heavy machinery to ensure pedestrian safety—especially in tight spaces and congested areas. - Regularly inspect and maintain vehicles, equipment, and machinery used for operations to ensure their safety and reliability. - Prioritise housekeeping and debris removal around the site to prevent any trip, slip, and fall hazards. - Set up barriers and fencing to prevent unauthorised access to the work area and clearly enforce 'no access' zones for people not involved in the task. - Develop and communicate emergency response procedures in case of an incident. This includes having emergency contact numbers readily available. - Encourage regular toolbox talks, safety briefings, and open communication channels for workers to report potential hazards or suggest improvements in safety measures. - Perform regular audits and inspections to ensure compliance with safety requirements and implement any necessary corrective actions.		
15. Post-job review	Lessons learned not shared, Recurring incidents	2M	- Conduct a thorough post-job debrief with the team, discussing all events and observations during the demolition saw operation, including hazards, near misses, and other concerns. - Encourage open communication and active participation from all team members during the review process to ensure the sharing of relevant information and advice on potential improvements. - Document lessons learned in a clear and accessible format, such as a Lessons Learned Register or an Outcomes Report, which will be incorporated into future project planning and risk assessments. - Develop a system for monitoring the recurrence of incidents and hazards, identifying patterns that warrant further investigation and intervention. - Establish periodic re-assessments of safety procedures, work instructions, and training to ensure that practices remain up-to-date and relevant to current workplace conditions. - Regularly review and update Safe Work Method Statements (SWMS) based on the lessons learned from post-job reviews, ensuring that subsequent tasks are carried out more safely and efficiently. - Promote a culture of continuous improvement within the organisation, fostering a proactive approach to workplace health and safety that prioritises learning from past experiences and incidents.	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
			- Organise refresher training sessions for employees, focusing on the lessons learned and any changes in procedures or equipment that have been implemented as a result of the post-job review. - Share outcomes and key findings from the review process with other departments, teams or subcontractors within the organisation, encouraging cross-disciplinary learning and collaboration on workplace health and safety strategies. -Diligently maintain detailed records of all incidents - whether major, minor, or near misses - along with corrective actions taken, allowing for better identification of risks and more effective prevention strategies in the future.		

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**	