

Drilling Pilot Holes Core Drilling Anchors To Floor | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Drilling Pilot Holes Core Drilling Anchors To Floor

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:
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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
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	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.

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CLIENT OR PRINCIPAL CONTRACTOR DETAILS

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

ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT

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

ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY

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

RISK MATRIX											
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HEIRARCHY OF CONTROLS			
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE						
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"> 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	Tripping hazards, Chemical exposure	2M	<ul style="list-style-type: none"> - Keep the work area clean and clear of debris, equipment cables, and other tripping hazards to minimise the risk of falls and trips. - Conduct regular inspections of walkways and aisles in the work area to identify and eliminate any potential tripping hazards. - Provide adequate lighting to ensure clear visibility in the workspace, which will help reduce the likelihood of accidents due to poor visibility. - Ensure that workers wear appropriate personal protective equipment (PPE), such as chemical-resistant gloves and safety goggles, to prevent chemical exposure during drilling tasks. - Utilise secondary containment methods, like drip trays, to collect any leaks, spills or drips of chemicals, helping to minimise the risk of chemical exposure. - Store hazardous materials and chemicals in designated storage areas with appropriate labeling and secure lids to prevent accidental spills or exposures. - Train employees on safe handling, storage, and disposal techniques for hazardous substances associated with drilling pilot holes, reducing the risk of chemical exposure. - Implement a spill response plan to guide immediate actions that need to be taken during a chemical spill or exposure scenario. - Use proper drilling tools and equipment that are specifically designed for drilling pilot holes, to minimise risks associated with using inappropriate or makeshift tools. - Prioritise good communication within the team so that workers can report any issues or concerns regarding their work environment and facilitate early identification and resolution of risks. - Amend Standard Operating Procedures (SOP), if necessary, based on continuous evaluation and feedback of workers to further refine and enhance control measures to minimise hazards during the preparation stage. 	1L	
2. Equipment inspection	Electric shock, Falling equipment	2M	<ul style="list-style-type: none"> - Conduct daily visual inspections of all electrical equipment, including power cords and outlets, to ensure that there are no visible damages or exposed wires that may increase the risk of electric shock. - Regularly test and tag electrical equipment by a certified professional to ensure that it complies with Australian standards for electrical safety and minimise the chances of an electric shock. - Provide appropriate training to workers handling electrical equipment, ensuring they understand the safe use and potential risks associated with the equipment to prevent accidents due to mishandling. - Wear appropriate Personal Protective Equipment (PPE) such as insulated gloves, safety glasses, and steel-toed boots, to safeguard against the risk of electric shock and falling equipment. 	1L	

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			<ul style="list-style-type: none"> - Use only tools and drilling equipment that have been specifically designed and certified for core drilling into concrete floors. - Ensure proper anchoring of drilling equipment to prevent accidental detachment or slippage, thereby reducing the risk of falling equipment. - Do not overload electrical circuits or extension cords, as this can elevate the risk of electric shocks and fire hazards. - Implement a lockout/tagout procedure to isolate electricity and other sources of energy from the area where the drilling work is being conducted. - Maintain a clean and clutter-free workspace by organising tools and equipment to minimise trip hazards and ensure sufficient space to conduct work safely. - Establish a proper procedure for regularly inspecting and maintaining drilling equipment and any support systems used, reducing the risk of failure and falling equipment. - Utilise ground fault circuit interrupters (GFCIs) on all power outlets and tools to help prevent electric shock in wet or damp conditions. - Keep a well-stocked first aid kit nearby and train employees in basic first aid procedures to respond efficiently in case of an accident or injury. - Ensure proper communication on site between workers and supervisors, allowing for immediate reporting of any faulty equipment, near-miss incidents, or other concerns related to workplace safety. 		
3. Site layout	Manual handling injuries, Collision with machinery	2M	<ul style="list-style-type: none"> - **Pre-work safety briefing**: Conduct a thorough pre-work safety briefing with all team members to ensure they are aware of the potential hazards, proper manual handling techniques, and the importance of communication while working in close proximity to machinery. - **Site inspection**: Ensure a thorough site inspection is carried out before work commences to assess any potential risks and obstructions that may cause manual handling injuries or collision with machinery. - **Establish exclusion zones**: Set up exclusion zones around drilling equipment and machinery to prevent workers from inadvertently entering hazardous areas and limit the risk of collisions with machinery. - **Use mechanical aids**: Utilise mechanical lifting aids, like trolleys or forklifts, to move heavy objects or equipment to reduce manual handling injuries. - **Ergonomic design and set up**: Make sure that the workstations and drilling equipment are designed and set up ergonomically to minimise physical strain and mitigate the risk of manual handling injuries. - **Safety signage**: Use clear and informative safety signage within the worksite to indicate hazardous areas and provide guidance on the safe handling of tools and equipment. 	1L	

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			<ul style="list-style-type: none"> - Regular breaks: Encourage workers to take regular breaks to rest and recover from physically demanding tasks to help prevent fatigue-related injuries. - PPE: Ensure all workers are equipped with appropriate personal protective equipment (PPE), including gloves, safety shoes, and high visibility vests, as necessary to protect against potential hazards. - Team communication: Establish and maintain clear lines of communication among all workers, particularly when operating near machinery, to reduce the risk of collision between personnel and machinery. - Machinery maintenance: Regularly inspect and maintain drilling and other related equipment to ensure they are functioning safely and efficiently, minimising the risk of injury due to malfunction. - Spotter assistance: Assign a designated spotter to watch out for potential hazards and coordinate worker movements around machinery, providing warning when needed to avoid collisions and injuries. - Training and supervision: Ensure all workers are adequately trained in the safe operation of equipment, manual handling techniques, and site-specific safety procedures. Provide ongoing supervision to reinforce safe practices and address any hazards or issues that may arise. 		
4. Drilling location setup	Poor visibility, Incorrect positioning	2M	<ul style="list-style-type: none"> - Ensure adequate lighting: Provide sufficient illumination of the work area, use portable work lights if necessary to improve visibility while drilling. - Utilise high-visibility markers: Clearly mark the drilling locations with brightly colored, easily visible markers or paint to prevent mistakes when positioning equipment. - Proper site cleanup: Keep the area clear of debris, dust, and any clutter, which could obstruct visibility and lead to incorrect positioning during drilling. - Regular inspection of equipment: Perform regular maintenance checks on drills, anchors, and other accessories to ensure proper alignment and accuracy during drilling. - Appropriate PPE for workers: Equip all personnel involved in drilling operations with proper personal protective equipment (PPE) such as safety goggles, gloves, and hi-vis vests to mitigate risks associated with poor visibility and misalignment. - Training and certification: Ensure that all workers assigned to the task have the required training, licenses, and certification in operating power drills and handling tasks involving core drilling and anchor installation. - Pre-drilling briefings: Conduct short briefings before commencing work to remind workers about the hazards related to poor visibility and incorrect positioning, control measures to be followed, and emergency procedures. - Follow a drilling guide/template: Use a drilling template or guide to maintain accurate positioning and alignment during drilling operations. 	1L	

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			<ul style="list-style-type: none"> - Use of signage and barricades: Set up appropriate caution signs around the drilling area to warn others, and use temporary barricades to limit access to only authorised personnel. - Implement a buddy system: Assign workers to operate in pairs so that one worker can monitor positioning and alignment while the other handles the drilling operation, effectively reducing errors due to poor visibility and incorrect positioning. - Employ a spotter: When working in areas prone to poor visibility or obstructions, designate a spotter to assist the drilling operator and communicate any potential issues before they become problematic. - Periodic breaks and rests: Allow workers to take short, regular breaks to prevent fatigue and maintain concentration throughout the operation. - Regular hazard assessments and communication: Encourage open lines of communication for workers to report any new or existing hazards within the work area, allowing for timely implementation of additional control measures if necessary. - Post-drilling inspections and reviews: Following the completion of drilling tasks, conduct a thorough inspection of the work area and review the process to identify any areas for improvement in terms of visibility and positioning, further mitigating future risks. 		
5. Core drilling machine setup	Machine malfunction, Flying debris	3H	<ul style="list-style-type: none"> - Conduct a thorough pre-operation inspection of the core drilling machine to identify any signs of malfunction, wear, or damage. Ensure all parts and safety features are functioning properly before commencing work. - Set up the core drilling machine on a stable and level surface to prevent any sudden movements, tilts, or imbalances during operation. - Ensure that operators are competent and trained in the safe use of core drilling machines, including the correct setup and shutdown procedures, as well as emergency stop functions. - Position safety barriers, screens, or curtains around the core drilling area to provide a physical barrier between the operation and other workers, reducing the risk of injury from flying debris. - Equip all personnel involved in or near the core drilling area with appropriate personal protective equipment (PPE), including safety glasses, gloves, high-visibility clothing, and hearing protection if necessary. - Regularly check and maintain drilling accessories, such as drill bits and anchors, ensuring they are sharp, clean, and in good condition. Replace damaged or worn components promptly to minimise the risk of malfunctions and accidents. - Keep the workspace clear of unnecessary tools, materials, and obstructions to reduce trip hazards and allow for efficient movement around the drilling area. 	2M	

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			<ul style="list-style-type: none"> - Securely anchor the drilling machine to the floor using appropriate anchoring systems, ensuring proper engagement and firm attachment to avoid any unexpected movement during operation. - Follow the manufacturer's guidelines regarding drilling speeds, pressures, and other settings to prevent the generation of excessive heat and vibrations, which could lead to machine failure or injury. - Implement a "no-go zone" around the core drilling area, enforcing a safety perimeter to keep untrained or unauthorised personnel at a safe distance and minimising their exposure to potential hazards. - Regularly pause drilling operations to inspect, clean, and cool down both the drilling equipment and the work area to prevent overheating, excessive dust, and other potentially hazardous conditions. Establish a routine maintenance schedule for the core drilling machine, following the manufacturer's recommendations to preserve its safe operation and longevity. 		
6. Drilling pilot holes	Excessive noise, Vibration-related injuries	3H	<ul style="list-style-type: none"> - Protective hearing equipment: Ensure that all workers exposed to excessive noise are wearing appropriate protective hearing gear, such as earplugs or earmuffs, which comply with the relevant standards. - Safe work practices: Train employees in proper drilling techniques and safe operation of equipment to help mitigate exposure to hazards associated with excessive noise and vibration. - Regular maintenance: Conduct regular inspections and maintenance of all drilling equipment to ensure they are in optimal working condition, reducing the risk of excessive noise and vibration-related injuries. - Job rotation: Implement job rotation schedules where possible, allowing workers to take a break from noise-intensive tasks, thereby minimising their exposure to excessive noise and vibration. - Rest breaks: Encourage employees to take regular rest breaks, giving them sufficient time to recover from the effects of noise and vibration exposure. - Use of low-vibration equipment: Select and utilise drilling tools designed to have lower vibration levels, thereby reducing the risk of vibration-related injuries to workers. - Anti-vibration gloves: Provide workers with anti-vibration gloves that can help absorb some of the vibrations generated while drilling, offering additional protection against hand-arm vibration syndrome. - Noise barriers: Install temporary or permanent noise barriers around the work area, helping to minimise the impact of excessive noise on other workers within the vicinity. - Educating workers about risks: Provide training to workers about the potential health risks associated with prolonged exposure to noise and vibrations, and instruct them on how to recognise early warning signs of related health issues. 	2M	

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			<ul style="list-style-type: none"> - Pre-work risk assessment: Assess the area and specific drilling task beforehand, identifying potential hazards and taking necessary precautions to minimise noise and vibration exposure. - Monitor noise levels: Regularly monitor the noise levels at the worksite using a decibel meter, ensuring they remain within acceptable limits as set by local workplace health and safety regulations. - Emergency response plan: Have a predetermined emergency response plan in place, outlining the steps to follow in case of an incident or injury related to excessive noise or vibration exposure during drilling operations. 		
7. Installing anchors	Ergonomic strain, Repetitive motion injuries	2M	<ul style="list-style-type: none"> - Provide appropriate training: Ensure all workers involved in installing anchors and drilling pilot holes are properly trained and familiar with the equipment, techniques, and best practices. - Select ergonomic tools: Use ergonomically designed drilling tools and equipment that reduce strain on the worker's body and minimise the risk of repetitive motion injuries. - Rotate tasks and schedule breaks: Implement a system of task rotation and scheduled breaks to prevent workers from performing the same action for extended periods of time, reducing the risk of repetitive motion injuries. - Encourage proper posture: Train staff to maintain proper body posture while working, which can help decrease the risk of ergonomic strain. - Conduct risk assessments: Regularly perform risk assessments to identify potential hazards and implement necessary control measures to minimise risks associated with installing anchors. - Maintain well-maintained equipment: Regularly inspect, clean, and maintain drilling equipment to ensure smooth operation and reduce the risk of ergonomic strain. - Use personal protective equipment (PPE): Provide workers with appropriate PPE, such as gloves, safety glasses, and hearing protection, and enforce its use to protect them from potential hazards. - Promote safe lifting techniques: Train workers in safe manual handling and lifting techniques to reduce the risk of ergonomic strain during the installation of anchors. - Implement work area design improvements: Organise the work area to reduce clutter, avoid awkward postures, and minimise excessive reaching, bending, or twisting during anchor installation. - Encourage regular communication between workers and supervisors: Foster open communication among team members regarding any concerns or difficulties experienced while performing the job, allowing for prompt identification and correction of potential hazards. 	1L	

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			<ul style="list-style-type: none"> - Monitor and review control measures: Continuously monitor the effectiveness of implemented control measures and make adjustments as needed to further reduce the hazards associated with installing anchors and drilling pilot holes. 		
8. Securing core drilling machine	Inadequate fastening, Unexpected movement	2M	<ul style="list-style-type: none"> - Conduct a comprehensive risk assessment for the pilot holes core drilling activities to identify and understand the extent of possible hazards associated with securing the core drilling machine. - Ensure that workers receive thorough training on the proper techniques and methods for securing the core drilling machine, as well as how to identify signs of inadequate fastening or any unexpected movements of the drilling assembly. - Regularly inspect all equipment, including drilling machines, anchors, and other fastening components for wear, tear, or damage that could compromise their effectiveness in securing the drilling machine. Replace or repair parts as needed. - Implement clear communication protocols between all team members involved in the core drilling process. This will help guarantee swift action and coordination in response to any difficulties, such as inadequate fastening or unexpected movement of drilling machinery. - Establish designated zones for drilling operations, separating workers not directly involved in the task to minimise potential harm from unforeseen machine displacement or accidents. - Utilise appropriate personal protective equipment (PPE) for workers managing the drilling process, including gloves, safety glasses, and high-visibility vests, to mitigate risks associated with unexpected machine movement or falling debris. - Implement a strong anchoring system designed specifically for the type of flooring material, taking into consideration factors such as floor thickness, surface conditions, and subsurface composition. This will help to maximise anchor stability and ensure adequate fastening of the core drilling machine. - Monitor the progress of drilling activities closely and be prepared to halt operations if any signs of potential hazards, such as excessive vibrations or shifting machinery, become evident. Encourage workers to report any concerns immediately to their supervisor. - Develop a regular maintenance schedule for the core drilling machine to guarantee optimal performance and settings such as torque, speed, and anchor force are aligned with manufacturer specifications to prevent issues related to machine stability and anchorage. - Implement a continuous improvement approach by documenting incidents and near misses related to inadequate fastening or unexpected movement, analysing root causes, and implementing corrective actions to avoid similar issues in future drilling projects. 	1L	
9. Concrete core drilling	Dust inhalation, Slips and trips	3H	<ul style="list-style-type: none"> - Adequate ventilation: Ensure proper ventilation is in place to minimise the concentration of dust in the immediate work area, reducing the risk of inhalation. 	2M	

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			<ul style="list-style-type: none"> - Personal Protective Equipment (PPE): Ensure that all workers wear appropriate PPE, including dust masks or respirators, safety goggles, and ear protection to minimise exposure to dust, flying debris, and noise. - Regular equipment maintenance: Ensure that all drilling machines and other equipment used for core drilling are regularly maintained and in good working condition to prevent equipment-related accidents. - Safe drilling techniques: Train employees on safe and efficient drilling techniques, such as using a pilot bit before full-sized drills, to reduce the likelihood of incidents related to slips, trips, and falls around the job site. - Wet drilling method: Utilise a wet drilling system which uses water to suppress and control dust emissions, helping to protect against dust inhalation hazards. - Proper housekeeping: Maintain a clean and organised workspace by regularly removing excess debris and promptly addressing spillage of materials to prevent trips and slips. - Safety signage: Place warning signs around drilling areas, alerting personnel about the potential hazards and reminding them to follow proper procedures. - Fall prevention barriers: Install guardrails, toe boards, and temporary barriers at elevated work areas where there is a risk of falling, ensuring worker safety during the drilling process. - Anti-slip mats: Provide anti-slip floor mats near drilling sites to help prevent slip-related incidents in the workplace. - Supervision and monitoring: Assign a qualified and experienced supervisor to oversee the drilling operations to ensure that all safety protocols are being followed. - Pre-drilling inspections: Conduct thorough inspections of drilling areas for potential hazards, such as unstable surfaces, obstacles, or other hazards that can contribute to slips, trips, or falls during the drilling process. - Emergency preparedness: Establish clear emergency response procedures and communication channels for workers to report incidents, ensuring prompt action in the event of an emergency. 		
10. Hole verification	Incorrect hole depth, Misaligned holes	2M	<ul style="list-style-type: none"> - Proper marking and measurements: Ensure all pilot holes and anchor locations are accurately marked and measured to prevent any misalignments or incorrect hole depths. - Using appropriate tools: Use accurate measuring tapes, plumb lines, and laser leveling devices to ensure the proper alignment and placement of holes. - Training and competency: Ensure all workers involved in the drilling process have received adequate training and are competent enough to identify potential hazards and perform the work safely. - Pre-drilling inspection: Conduct a thorough pre-drilling inspection to verify the proper layout and dimensions of pilot holes and anchors. 	1L	

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			<ul style="list-style-type: none"> - Drill bit selection: Choose the correct drill bit size for the specific hole diameter and depth required, according to manufacturer's specifications. - Depth gauge: Use a depth gauging device on the drilling equipment to monitor and control the drilling depth accurately. - Gradual drilling approach: Drill holes gradually, using incremental steps, to reduce the risk of over-drilling or creating misaligned holes. - Regular checks during drilling: Perform regular checks during the drilling process to confirm the accuracy of hole depths and alignments, making adjustments as necessary. - Proper maintenance of equipment: Regularly maintain and inspect all drilling equipment to ensure that it is functioning correctly and safely. - Clear communication: Maintain clear and open communication between all workers involved in the drilling operation to coordinate efforts and swiftly address any issues that arise. - Work sequence planning: Develop a systematic work sequence plan to minimise the likelihood of errors and avoid multiple tasks being performed simultaneously, which may increase the risk of accidents and injuries. - Documentation and record-keeping: Keep detailed records of all measurements, verifications, and drilling operations to ensure compliance with workplace health and safety regulations. - Implementing a stop-work procedure: Establish a clear stop-work procedure to be followed if any discrepancies or concerns regarding hole verification are identified, allowing for immediate corrective action to be taken. 		
11. Cleanup and waste removal	Sharp object injuries, Hazardous waste	2M	<ul style="list-style-type: none"> - Train workers on appropriate handling and disposal techniques to eliminate the risk of exposure to sharp objects or hazardous waste during the clean-up process. - Utilise proper personal protective equipment (PPE) such as steel-toed boots, puncture-resistant gloves, and safety glasses during the cleaning process to minimise potential injuries from sharp objects. - Make use of appropriate tools and equipment, such as broom and dustpan or vacuum cleaners with HEPA filters, for efficient cleanup and to minimise direct contact with sharp objects or hazardous waste materials. - Keep a designated collection bin or sealable container on site for safe storage and disposal of sharp objects and hazardous waste materials to prevent accidents or contamination of the work area. - Regularly inspect the work area during cleanup to identify any remaining hazards, ensuring that all sharp objects and hazardous waste materials have been properly removed and disposed of. 	1L	

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			<ul style="list-style-type: none"> - Follow proper procedures for disposing of hazardous waste, including adherence to local regulations governing transportation, storage, and disposal of such materials to avoid potential environmental damages and legal repercussions. - Maintain clear communication lines among team members throughout the cleanup process, allowing for prompt identification and response to any arising issues or concerns. - Encourage a "buddy system" where workers are paired up to help each other during the clean-up, ensuring close monitoring and preventing potential accidents from occurring. - Keep an updated inventory of all hazardous materials onsite and implement a strict waste removal schedule to ensure timely and consistent disposal of hazardous waste. - Conduct regular staff training sessions to refresh and reinforce workplace health and safety procedures, with particular emphasis on managing risks associated with sharp objects and hazardous waste during the clean-up process. 		
12. Equipment disassembly and storage	Improper lifting techniques, Lost or damaged components	2M	<ul style="list-style-type: none"> - Conduct pre-task toolbox talks to instruct workers on proper equipment disassembly and storage procedures as well as the correct lifting techniques to prevent injury. - Ensure all workers involved have received appropriate training in manual handling and are aware of proper lifting techniques, including bending at the knees and not the back. - Provide mechanical lifting aids or assistance for heavy components if required to avoid overexertion or improper lifting during the disassembly process. - Adequately illuminate the area where disassembly and storage tasks are being performed to ensure clear visibility. - Establish a designated storage area for all disassembled components, with clearly marked locations for each component, to minimise the risk of misplaced or damaged parts. - Use appropriate personal protective equipment (PPE) such as gloves, safety footwear, and back support belts when disassembling equipment and lifting heavy components. - Inspect all lifting equipment, such as slings, chains, and hoists, prior to use and remove any defective equipment from service. - Develop and enforce a system for tracking equipment and components. Keep inventory records and ensure they are updated when equipment is disassembled and stored to minimise the risk of lost equipment. - Instruct workers to perform a thorough visual inspection of components during disassembly to identify potential damage or wear that may require repair or replacement before reassembling or using them again. 	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"> - Use proper tools and equipment designed specifically for the disassembly task to reduce the risk of damaging components. - Encourage a clean-as-you-go mentality where workers keep the worksite organised and free of waste materials, debris, or obstacles that could cause trip hazards, misplacement, or damage. - Utilise 5S workplace organisation principles to maintain order and efficiency within the equipment storage area, thus minimising risks associated with lost or damaged components. - Assign a responsible worker to oversee the equipment disassembly, storage, and inventory process to ensure all components are accounted for and safely stored. - Regularly review and revise the safe work method statement (SWMS) as needed to ensure that any changes, new hazards, or additional control measures are documented and communicated to workers. 		

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

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

LEGISLATIVE REFERENCES

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

<p>Queensland & Australian Capital Territory Work Health and Safety Act 2011 Work Health and Safety Regulations 2011 Legislation QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws Codes of Practice QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice Legislation ACT: https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations Codes of Practice ACT: https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice</p>	<p>Victoria Occupational Health and Safety Act 2004 Occupational Health and Safety Regulations 2017 Legislation VIC: https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations Codes of Practice VIC: https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice</p>
<p>New South Wales Work Health and Safety Act 2011 Work Health and Safety Regulations 2017 Legislation NSW: https://www.safework.nsw.gov.au/legal-obligations/legislation Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/list-of-all-codes-of-practice</p>	<p>Western Australia Work Health and Safety Act 2020 Work Health and Safety Regulations 2022 Legislation Western Australia: https://www.commerce.wa.gov.au/worksafe/legislation Codes of Practice WA: https://www.commerce.wa.gov.au/worksafe/codes-practice</p>
<p>Northern Territory Work Health and Safety (National Uniform Legislation) Act 2011 Work Health and Safety (National Uniform Legislation) Regulations 2011 Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws Codes of Practice NT: https://worksafe.nt.gov.au/forms-and-resources/codes-of-practice</p>	<p>Safe Work Australia Links Law and Regulation (All States): https://www.safeworkaustralia.gov.au/law-and-regulation Model Codes of Practice: https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice</p>
<p>South Australia Work Health and Safety Act 2012 (SA) Work Health and Safety Regulations 2012 (SA) Legislation for SA: https://www.safework.sa.gov.au/resources/legislation Codes of Practice for SA: https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs</p>	<p>Model Codes of Practice</p> <ul style="list-style-type: none"> - Managing noise and preventing hearing loss at work - Confined spaces - Labelling of workplace hazardous chemicals - Managing risks of hazardous chemicals in the workplace - Welding processes - First aid in the workplace - Managing the risk of falls at workplaces - Hazardous manual tasks - Managing the risk of falls in housing construction - Managing electrical risks in the workplace - Demolition work - Excavation work - Work health and safety consultation, cooperation and coordination - Managing the work environment and facilities - How to manage work health and safety risks - Managing risks of plant in the workplace - Construction work
<p>Tasmania Work Health and Safety Act 2012 Work Health and Safety (Transitional and Consequential Provisions) Act 2012 Work Health and Safety Regulations 2012 Work Health and Safety (Transitional) Regulations 2012 Legislation for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations Codes of Practice for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice</p>	
<p>Details of permits, licenses or access required by regulatory bodies (add or delete as required):</p> <ul style="list-style-type: none"> - Permits from local council - Authorisation to commence work - Any required documents. 	

SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

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

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

SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

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

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

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

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

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

REVIEW NUMBER	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7
NAME							
INITIALS							
DATE							

SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

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

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