

## Dust Extractor Mobile | SAFE WORK METHOD STATEMENT (SWMS)

### TASK OR ACTIVITY: Dust Extractor Mobile

Business Name: Coastal Hire And Sales Pty Ltd

ABN: 70114481408

SWMS#

Business Address:

Contact Person:

Phone:

Email:

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

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

Full Name:

Signature:

Title:

Date:

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

Full Name:

Title:

Phone:

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

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

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

NAME

SIGNATURE

DATE

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

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

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

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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><b>Notes on Hierarchy of Controls:</b> 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><b>Note:</b> 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"> <li>persons involved in the work are advised that a revision has been made and how they can access the revised SWMS;</li> <li>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,</li> <li>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.</li> </ol>											

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Trip hazards, Manual handling injuries	2M	<ul style="list-style-type: none"> <li>- Conduct a pre-work inspection to identify and remove potential trip hazards like cables, tools, and debris around the work area.</li> <li>- Clearly mark designated walkways and paths to miniimise the risk of tripping over equipment or debris.</li> <li>- Use warning signs and barriers to inform workers and visitors about potential hazards in the area, especially where cables are running across walkways.</li> <li>- Ensure proper lighting in the work area to increase visibility of potential trip hazards.</li> <li>- Implement a 'clean-as-you-go' policy within the workspace to maintain a clutter-free environment and reduce trip risks.</li> <li>- Provide appropriate Personal Protective Equipment (PPE) such as steel-toed boots, gloves, and high-visibility vests to workers during the preparation stage.</li> <li>- Train employees on proper lifting techniques and manual handling best practices to avoid back, neck, and shoulder injuries.</li> <li>- Utilise lifting and carrying aids like trolleys and wheelbarrows to transport heavy items and reduce manual handling injuries.</li> <li>- Encourage teamwork and communication among workers when carrying out tasks that require coordination, like moving large equipment together, to avoid any sudden or unsafe movements.</li> <li>- Incorporate short breaks into the work schedule to allow workers to rest their muscles and miniimise the chances of fatigue-related injuries.</li> <li>- Regularly review and update standard operating procedures (SOPs) for work tasks to ensure they remain up-to-date with industry best practices regarding safety and ergonomics.</li> <li>- Foster a culture of safety by encouraging workers to report possible hazards or incidents, and take timely action to resolve them.</li> <li>- Conduct regular toolbox talks and worker training sessions to raise awareness about workplace health and safety, specifically focusing on the importance of hazard identification and prevention during the preparation stage.</li> </ul>	1L	
2. Transporting system	Collision, Back strain	2M	<ul style="list-style-type: none"> <li>- Regularly inspect and maintain the dust extractor mobile equipment, ensuring that its wheels or casters are functioning correctly for seamless transportation.</li> <li>- Designate specific pathways for transporting the dust extractor system to miniimise the risk of collision with other objects or personnel.</li> <li>- Provide adequate lighting in the area where the dust extractor mobile will be transported to ensure clear visibility for the operator.</li> <li>- Conduct a toolbox talk at the start of each shift to brief the team on proper handling techniques and safe practices when transporting the dust extractor mobile system.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Use warning signs or delineate the work zone to inform others of the ongoing activity and prevent them from inadvertently entering the hazardous area.</li> <li>- When selecting an operator for transporting the dust extractor mobile system, ensure they are physically capable and have received proper training to minimise the risk of back strain or injury.</li> <li>- Encourage the use of appropriate personal protective equipment (PPE) such as safety boots, gloves, and high-visibility vests to reduce the risk of injuries during the transportation process.</li> <li>- Implement a buddy system when necessary, requiring two or more workers to collaborate during the transport process to share the load, effectively reducing the risk of back strain or injuries due to overexertion.</li> <li>- Establish a communication protocol among team members using hand signals or verbal cues to enhance coordination and efficiency during the transportation process.</li> <li>- Set a speed limit for transporting the dust extractor mobile system to minimise the chances of losing control and causing collisions or accidents.</li> <li>- Instruct the operator to be cautious around blind spots or tight corners, and employ a spotter if needed to guide and direct them safely through tricky areas during transportation.</li> <li>- Enforce regular breaks or rotation of duties among operators to prevent fatigue or strain accumulation while performing the task, thereby reducing the potential for mishaps or injuries.</li> </ul>		
3. Assembling unit	Pinch points, Falling objects	2M	<ul style="list-style-type: none"> <li>- Conduct a pre-start safety briefing with all workers involved in the assembly process, addressing potential hazards and safe work practices for assembling the dust extractor mobile unit.</li> <li>- Provide proper training on the proper handling and safe operating procedures for assembling the dust extractor mobile unit to all workers involved.</li> <li>- Ensure that only trained and authorised personnel are allowed to assemble the dust extractor mobile unit.</li> <li>- Use appropriate personal protective equipment (PPE) while assembling the unit, including gloves, safety glasses, and steel-toed boots or shoes to protect from pinch points and falling objects.</li> <li>- Inspect tools and equipment used for assembling the unit for any defects, ensuring they are in good condition and fit for use.</li> <li>- Follow the manufacturer's recommendations and guidelines for assembling the dust extractor mobile unit, including correct placement of components and use of applicable hardware.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Ensure clear communication between team members during the assembly process using standard hand signals, radios, or other communication devices when applicable.</li> <li>- Establish and maintain minimum safe distances from pinch points and falling object hazards for workers not directly involved in the assembly process.</li> <li>- Implement proper housekeeping measures around the work area to prevent tripping or slipping hazards that could contribute to falling objects or pinch point injuries.</li> <li>- Securely fasten all components and fittings to avoid parts dislodging or falling during use, following the manufacturer's guidelines.</li> <li>- When lifting or moving heavy components during assembly, utilise proper lifting techniques and mechanical aids such as hoists or forklifts to reduce the risk of injury from pinch points or dropped items.</li> <li>- Routinely inspect the work area throughout the assembly process, ensuring that no new hazards have arisen and control measures are continually adhered to.</li> <li>- Employ lockout/tagout procedures when necessary to eliminate any unexpected movement of equipment or parts during assembly.</li> <li>- Conduct a final inspection of the assembled dust extractor mobile unit, ensuring all components are securely fastened and in compliance with manufacturer guidelines before use.</li> </ul>		
4. Pre-use inspection	Electric shock, Dust inhalation	2M	<ul style="list-style-type: none"> <li>- Regular equipment inspection: Conduct thorough pre-use inspections of the dust extractor mobile and all electrical components to ensure everything is in proper working condition, minimising the risk of electric shocks.</li> <li>- Correct personal protective equipment (PPE): Wear appropriate PPE, such as gloves, masks, or respirators, to protect against dust inhalation and potential contact with electricity.</li> <li>- Ground-fault circuit interrupters (GFCIs): Make sure that the dust extractor mobile is connected to an outlet protected by a GFCI, reducing the risk of electric shock.</li> <li>- Proper power cable management: Check for any damage or wear in power cables and extension cords, ensuring that they are laid out correctly and away from walkways to prevent tripping hazards.</li> <li>- Maintain regular cleaning schedule: Clean the dust extractor mobile regularly to avoid any buildup of dust, which may contribute to increased health risks as well as increased risk of combustion or short circuits.</li> <li>- Equipment training: Workers must be trained on the proper use and safe operation of dust extractor mobile units, allowing them to work more safely and efficiently while minimising the potential risks associated with this machinery.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Ventilation: Ensure proper ventilation in the work area, especially if it's confined or has limited airflow, to minimise the concentration of dust particles and reduce the risk of dust inhalation.</li> <li>- Awareness of potential hazards: Clearly communicate the possible hazards linked to dust extractor mobile usage to workers, allowing them to remain vigilant and report any signs of malfunction immediately.</li> <li>- Restricted access zones: Create designated zones around dust extractor mobile units that limit access to authorised personnel who have been properly trained, ensuring that only those who understand the risks and required safety measures can operate the equipment.</li> <li>- Emergency procedures: Establish clear instructions and/or signage for emergency scenarios involving dust extractor mobile units, including what steps should be taken in case of electric shock or dust-related illnesses to facilitate effective response during such occurrences.</li> </ul>		
5. Positioning	Toppling over, Crush injuries	2M	<ul style="list-style-type: none"> <li>- Ensure all ground surfaces at the worksite are level and stable, free from obstruction or debris that could potentially cause the dust extractor to topple over or skid.</li> <li>- Workers should undergo training and competency assessments in relation to operation, transport, and handling of the mobile dust extractor unit to minimise risks associated with incorrect positioning.</li> <li>- Always use the manufacturer's guidelines for safely maneuvering and positioning the mobile dust extractor, adhering to any instructions related to stabilising the equipment, especially when operating at heights or on uneven surfaces.</li> <li>- Maintain safe distances between the mobile dust extractor and other equipment or obstacles while in operation to mitigate the potential risk of toppling or causing crush injuries.</li> <li>- Regularly inspect and maintain the mobile dust extractor's wheels, brakes, and chassis as necessary, ensuring they remain in good condition and function correctly. This will reduce the likelihood of unexpected movement and related hazards.</li> <li>- Implement comprehensive communication systems among team members, including clear signals and designated personnel, when positioning the dust extractor. This can help eliminate confusion and minimise the chances of incidents occurring.</li> <li>- Establish exclusion zones around the mobile dust extractor during operation, and only allow authorised personnel within these zones to prevent workers from being accidentally struck or crushed by the equipment.</li> <li>- Before positioning the mobile dust extractor, double-check the reach of the extraction arm, considering any obstructions or limitations to its range of motion, to ensure it can fully extend without compromising safety.</li> <li>- Utilise suitable mechanical aids or assistance from fellow workers when moving the mobile dust extractor, especially when navigating through tight spaces or uneven</li> </ul>	1L	



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			<p>terrain, to avoid putting unnecessary strain on the operator and reduce the risk of mishandling.</p> <ul style="list-style-type: none"> <li>- If navigating slopes or ramps, utilise a spotter to guide the operator of the mobile extractor, ensuring controlled movement and a heightened awareness of potential hazards.</li> <li>- Have an emergency action plan in place in case of accidents, injuries, or equipment failure related to the mobile dust extractor. Ensure all workers are familiar with these procedures and know how to respond accordingly in the event of an incident.</li> </ul>		
6. Connecting power supply	Electric shock, Fire hazard	3H	<ul style="list-style-type: none"> <li>- Ensure that all workers are provided with proper training in electrical safety and the use of power tools, prior to commencing work.</li> <li>- Regularly inspect the condition of the power cord and plug for any visible signs of wear, tear or damage.</li> <li>- Use only equipment and extension cords that are compliant with Australian Standards and meet the requirements for the specific work environment.</li> <li>- Utilise residual current devices (RCDs) to protect against electric shock hazards.</li> <li>- Always ensure that power supply is switched off at the mains before making any connections or adjustments to the dust extractor mobile or electrical equipment.</li> <li>- Confirm that the voltage and current ratings on the equipment match the available power source to prevent electrical overloading and potential fire hazards.</li> <li>- Make sure that power cords and cables are routed safely away from walkways or other high-traffic areas to reduce trip hazards.</li> <li>- Double check connections and securely fasten plugs to eliminate the risk of disconnection while operating the dust extractor mobile.</li> <li>- Store and maintain electrical equipment in a clean and dry location to minimise exposure to moisture, prolonged direct sunlight or extreme fluctuations in temperature.</li> <li>- Implement a pre-use inspection routine, encouraging workers to look for any visible signs of damage or malfunction on the dust extractor mobile and its electrical components.</li> <li>- Establish clear emergency procedures and provide easy access to emergency stop buttons, fire extinguishers and electrical isolation devices.</li> <li>- Perform regular testing and tagging of electrical equipment to ensure their ongoing compliance with workplace health and safety requirements.</li> <li>- Encourage workers to report any electrical concerns, malfunctions or near misses for prompt investigation and rectification.</li> </ul>	2M	

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			<ul style="list-style-type: none"> <li>- Promote a culture of open communication and accountability amongst team members as they work together to maintain awareness of electrical hazards and implement control measures effectively.</li> </ul>		
7. Operating system	Entanglement, Noise exposure	3H	<ul style="list-style-type: none"> <li>- Employee Training: Ensure that all workers operating the dust extractor mobile are properly trained in its safe use, highlighting the risks of entanglement and noise exposure.</li> <li>- Guarding: Install appropriate guarding around the moving parts of the dust extractor mobile to minimise the risk of entanglement with clothing, hair, or body parts.</li> <li>- Regular Inspection: Conduct routine inspections to ensure that all components of the dust extractor mobile are in good working condition and detect any potential hazards early.</li> <li>- Personal Protective Equipment (PPE): Provide employees with suitable PPE, such as safety goggles, earplugs, or earmuffs, to protect against the hazard of noise exposure during the operation of the dust extractor mobile.</li> <li>- Signage and Labels: Clearly display warning signs and labels outlining the dangers associated with the operation of the dust extractor mobile, emphasising the risks of entanglement and noise exposure.</li> <li>- Safe Work Procedures: Develop and implement standard operating procedures that outline the safe work practices for operating the dust extractor mobile, including steps to mitigate the risk of entanglement and noise exposure.</li> <li>- Emergency Stop: Ensure a functional emergency stop mechanism is in place and accessible to operators, allowing them to immediately halt the dust extractor mobile in case of any hazards or accidents.</li> <li>- Maintenance: Schedule regular maintenance and repairs of the dust extractor mobile to ensure its continued safe operation and reduce the likelihood of hazards.</li> <li>- Isolation Zones: Establish designated isolation zones around the work area to prevent unauthorised personnel from entering and being exposed to hazards.</li> <li>- Noise Reduction Measures: Implement noise reduction measures such as sound barriers, enclosures, or dampening materials to minimise the impact of noise exposure on workers.</li> <li>- Incident Reporting: Encourage employees to promptly report any incidents, near-misses, or hazards related to the operation of the dust extractor mobile, allowing for corrective actions to be taken and ensuring workplace safety.</li> </ul>	2M	
8. Monitoring performance	Overheating, Crush injury	2M	<ul style="list-style-type: none"> <li>- Regular inspection and maintenance of Dust Extractor Mobile equipment: Ensure that the equipment is thoroughly inspected and serviced according to the manufacturer's guidelines. Schedule routine maintenance to minimise the risk of overheating and potential crush injuries.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Use of properly designed equipment: Choose a dust extractor mobile device specifically designed for the task at hand, adhering to Australian Standards and ensuring optimal performance and safety features are included.</li> <li>- Worker training and education: Provide comprehensive training sessions for workers highlighting the proper use, maintenance, and hazard identification related to the Dust Extractor Mobile equipment.</li> <li>- Implementation of emergency shutdown procedures: Implement clear protocols for shutting down the equipment in case of malfunction or overheating, to prevent any incidents from escalating.</li> <li>- Temperature monitoring system: Install temperature monitoring devices on the Dust Extractor Mobile equipment to keep track of operating temperatures and take action if overheating occurs.</li> <li>- Clear signage and warnings: Place visible warning signs around the working area, cautioning against the hazards of overheating and the risk of crush injuries.</li> <li>- Use of PPE: Ensure all workers are equipped with appropriate Personal Protective Equipment (PPE), such as gloves, safety boots, and high-visibility clothing.</li> <li>- Adequate ventilation: Provide proper ventilation around the working area to help dissipate heat generated by the Dust Extractor Mobile equipment and reduce the risk of overheating.</li> <li>- Regular performance assessment: Conduct ongoing performance checks on the Dust Extractor Mobile equipment to identify issues or potential hazards before they escalate.</li> <li>- Establish exclusion zones: Set up designated areas where no one is allowed to enter while the Dust Extractor Mobile equipment is in operation to minimise the risk of crush injuries.</li> <li>- Load capacity compliance: Adhere strictly to the manufacturer's load capacity specifications for the Dust Extractor Mobile equipment to avoid overloading and possible crush injuries.</li> <li>- Implementation of lockout/tagout procedures: Utilise lockout/tagout procedures when servicing or repairing the Dust Extractor Mobile equipment to prevent any accidental movement and possible crush injuries.</li> <li>- Encourage open communication: Foster an environment in which workers feel free to report potential hazards or incidents related to the Dust Extractor Mobile equipment, allowing for proactive assessment and mitigation of risks.</li> </ul>		
9. Maintenance	Cutting injuries, Electric shock	3H	<ul style="list-style-type: none"> <li>- Ensure all maintenance personnel have received appropriate training for working with Dust Extractor Mobile equipment, specifically in the prevention of cutting injuries and electrical risks.</li> <li>- Prior to any maintenance work, switch off the equipment and unplug it from the electrical power source to prevent accidental activation as well as electric shock.</li> </ul>	2M	

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			<ul style="list-style-type: none"> <li>- Make sure that proper personal protective equipment (PPE) is worn during maintenance tasks, including protective gloves, eye protection, and suitable footwear to minimise the risk of cutting injuries and electric shock.</li> <li>- Inspect cords, plugs, and electrical components for signs of wear, damage, or fraying before starting the maintenance process. Replace or repair any damaged parts immediately to eliminate electrical hazards.</li> <li>- Regularly inspect the Dust Extractor Mobile's blades and other components for wear, cracks or damage, and replace any worn or damaged parts according to the manufacturer's guidelines.</li> <li>- Utilise lockout/tagout procedures when necessary to ensure equipment is safely isolated before maintenance work commences, preventing unauthorised access and operation.</li> <li>- Keep the work area clean, clutter-free, and well-lit to create a safer environment for carrying out maintenance tasks.</li> <li>- Use caution when handling blades and other sharp components; always handle them by their protective sheaths or guards to minimise the risk of cutting injuries.</li> <li>- Implement a regular maintenance schedule to ensure timely identification of potential hazards and extend the life of the Dust Extractor Mobile equipment.</li> <li>- Follow the manufacturer's maintenance procedures and recommendations, complying with any applicable workplace health and safety regulations.</li> <li>- Ensure safe storage and correct disposal of damaged, worn-out, or defective equipment to reduce the risk of injury from improperly handled components.</li> <li>- Encourage communication between maintenance personnel and other relevant team members to report any hazards or concerns relating to the equipment and its operation.</li> <li>- Conduct periodic reviews of maintenance practices and procedures to ensure effective hazard control measures are in place and being consistently followed across the workplace.</li> </ul>		
10. Emptying dust container	Manual handling, Exposure to hazardous substances	2M	<ul style="list-style-type: none"> <li>- Provide training and instruction on proper manual handling techniques to minimise the risk of musculoskeletal injuries while emptying the dust container.</li> <li>- Ensure that workers wear appropriate personal protective equipment (PPE) such as gloves, safety goggles, and dust masks to prevent exposure to hazardous substances during the emptying process.</li> <li>- Establish a designated area for emptying the dust container that is well-ventilated, isolated from other work tasks, and clearly marked with warning signs.</li> <li>- Develop a standardised emptying procedure that includes steps like securing the dust container, using correct lifting techniques, and disposing of dust and debris in a properly labelled waste receptacle.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Schedule regular breaks for workers involved in emptying dust containers to reduce the physical strain and fatigue associated with this task.</li> <li>- Implement a buddy system, where two workers are assigned to handle the dust container together, sharing the load and ensuring that proper emptying techniques are used consistently.</li> <li>- Routinely inspect and maintain dust extractor equipment to ensure it's in good working condition and that there are no leaks or malfunctions that may pose additional hazards during the emptying process.</li> <li>- Maintain an updated Material Safety Data Sheet (MSDS) for any hazardous substances that may be present in the dust, making sure workers have access to this information and understand how to respond in case of exposure.</li> <li>- Regularly monitor air quality around the dust container-emptying area to confirm that dust levels are within safe limits and that proper ventilation is in place.</li> <li>- Encourage workers to report any discomfort, injury, or concerns related to emptying dust containers so that continuous improvements can be made to the working environment and processes for better safety and health outcomes.</li> </ul>		
11. Disassembling unit	Pinch points, Struck by objects	2M	<ul style="list-style-type: none"> <li>- Conduct a thorough risk assessment before initiating the disassembly process to identify potential pinch points and areas where workers may be at risk of being struck by objects.</li> <li>- Ensure all workers involved in disassembling the unit are trained and competent in the safe usage of tools and equipment, as well as the proper dismantling techniques for the specific dust extractor mobile unit.</li> <li>- Provide appropriate personal protective equipment (PPE), such as gloves, safety glasses, or face shields, to be worn by workers during the disassembly process to minimise the risk of injuries from pinch points or struck-by-object hazards.</li> <li>- Implement a safe work procedure for disassembling the unit, which includes clear instructions on how to handle each component and direction on what sequence tasks should be carried out.</li> <li>- Utilise appropriate tools and equipment that are designed for disassembling the particular unit, ensuring they are well-maintained, clean and in good working order, minimising the risk of pinch points and struck-by-object incidents.</li> <li>- Establish a designated area with adequate space for disassembly, free from obstructions or other hazards that could increase the risk of pinch points or struck-by-object accidents.</li> <li>- Use teamwork and effective communication among workers during disassembly to ensure everyone is aware of their roles and responsibilities, and to avoid confusion or miscommunication that may lead to injury.</li> </ul>	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"> <li>- Implement a 'two-person rule' for handling larger or heavier components to prevent any worker from becoming overwhelmed by the weight or size of the piece, thus reducing the risk of pinch points or struck-by-object incidents.</li> <li>- Regularly check and maintain equipment for signs of wear or damage so that it remains in optimal working condition throughout the disassembly process, minimising the occurrence of hazardous situations.</li> <li>- Ensure that all disassembled parts and components are stored securely and safely to avoid creating additional hazards, like tripping or falling objects during the disassembly process. This will help minimise the risk of workers being struck by objects when working near or around the disassembled components.</li> </ul>		
12. Storing equipment	Trip hazards, Inadequate storage	1L	<ul style="list-style-type: none"> <li>- Ensure that the designated storage area for the dust extractor mobile is clean, orderly, and free from any obstructions that could cause a trip hazard.</li> <li>- Clearly mark the storage area with visible signage to inform workers of the specific location where the dust extractor mobile should be stored.</li> <li>- Place the dust extractor mobile on a stable and level surface within the storage area to prevent any unwanted movements or toppling.</li> <li>- Utilise anti-slip mats in the storage area to minimise the risk of slipping accidents while handling the dust extractor mobile.</li> <li>- Install barriers or guardrails around the storage area as needed to prevent accidental entry by unauthorised personnel and mitigate potential trip hazards.</li> <li>- Ensure walkways leading to and from the storage area are clear, well-lit, and free from debris to provide unobstructed access for workers.</li> <li>- Train workers thoroughly in the proper procedures for maneuvering the dust extractor mobile safely, including lifting techniques and how to navigate through the workspace without causing trip hazards.</li> <li>- Implement a regular inspection schedule to assess the condition of storage areas and equipment, ensuring they remain in good working order and free from hazards.</li> <li>- Establish a consistent process for regular maintenance and upkeep of the dust extractor mobile to prolong its life and ensure it remains reliable while in use or storage.</li> <li>- Provide workers with appropriate personal protective equipment (PPE), such as steel-toed boots, to protect against potential foot injuries while moving the dust extractor mobile.</li> <li>- Develop an inventory management system that helps workers quickly locate the dust extractor mobile in the storage area among other equipment.</li> <li>- Encourage open communication between workers and management to address any concerns regarding new hazards, potential improvements, or outdated practices for the safe storage of the dust extractor mobile.</li> </ul>	1L	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			- Offer refresher courses and training updates to ensure that all workers remain informed about best practices for maneuvering and storing the dust extractor mobile, as well as how to address common hazards associated with equipment storage.		

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



## 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"/>	
<b>REVIEWED BY</b>		<b>DATE REVIEWED</b>	
<b>SIGNATURE</b>		<b>DATE COMPLETED</b>	