Fencing | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Fencing

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

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

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

Full Name:		
Signature:	Title:	Date:

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

Full Name:	Title:	Phone:

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

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

CLIENT OR PRINCIPAL CONTRACTOR DETAILS

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

ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT

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

ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY

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

RISK MATRIX

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

HEIRARCHY OF CONTROLS

Elimination
Remove the hazard.

Substitution
Replace the hazard.

Isolation
Isolate People from the hazard

Engineering
Isolate the hazard.

Administrative
Change the work.

PPE

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.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

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

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

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

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

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

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Trip hazards, cuts from sharp objects	2M	- Conduct a thorough site inspection prior to any work commencing, identifying and marking any trip hazards or sharp objects that might be present in the area. - Utilise proper personal protective equipment (PPE), such as steel toe boots, thick gloves, and long-sleeved shirts to miniimise the risk of cuts or injuries from sharp objects. - Implement a "housekeeping" policy which ensures that all debris, tools, and materials are stored neatly or removed from the immediate work area to reduce trip hazards. - Install temporary barriers around the work area to prevent unauthorised personnel from entering and potentially tripping or encountering sharp objects. - Provide training for workers on hazard awareness and safe work procedures, including how to handle and dispose of sharp objects properly. - Designate a separate area where workers can store their tools and equipment when not in use to prevent them from becoming potential trip hazards. - Regularly assess the work area throughout the duration of the project, adjusting control measures as necessary to mitigate any new or emerging hazards. - Encourage open communication among team members and supervisors, promoting a culture of reporting any identified hazards to ensure prompt action can be taken. - Provide adequate lighting in the work area to ensure that workers can see any potential hazards clearly and navigate the space safely. - Ensure that all power cords and hoses are managed appropriately, either by utilising cable covers, suspending them from above, or placing them out of walking paths to prevent them from becoming trip hazards. - Schedule regular breaks for workers, allowing them to rest and reducing the risk of fatigue-related errors, which may increase the likelihood of trips or improper handling of sharp objects.	1L	
2. Site Assessment	Uneven terrain, overhead power lines	2M	- Conduct a thorough site inspection before commencing work to identify any uneven terrain, slopes, or unstable ground that could pose a risk during fencing operations. Clearly mark these identified areas with safety tape or flags for workers' awareness. - Ensure all workers take part in a site induction and hazard briefing, which specifically addresses the potential hazards of uneven terrain and overhead power lines, as well as the relevant control measures. - Utilise appropriate personal protective equipment (PPE), such as safety boots, helmets, and high-visibility clothing, to miniimise the risk of injury from falls, slips, trips, or contact with overhead power lines.	1L	

Authorised by
Review Date:

Review #

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			- Use appropriate tools and equipment designed for use on uneven terrain, including adjustable fencing posts and leveling tools, to ensure safe installation without causing stress on workers' bodies due to awkward postures or excessive bending. - Implement barricades or warning signs where necessary to delineate work zones and alert other site visitors to the presence of potential hazards, such as uneven terrain or overhead power lines, within the fencing area. - Develop and implement a clear, written procedure for safely working around overhead power lines, which includes guidance on maintaining minimum safe distances, using non-conductive tools, and avoiding direct or indirect contact with live components. - Regularly inspect and maintain work tools, machinery, and vehicles to ensure they are functioning correctly and do not pose any additional risks when used on uneven terrain or near overhead power lines. - Employ robust communication protocols, such as team briefings and two-way radios, to ensure all workers remain aware of current hazards and control measures, particularly in cases where the location and severity of uneven terrain or power line proximity may change during the project. - Plan and schedule work tasks in a manner that reduces the need for workers to rush or cut corners, which can lead to unsafe practices and increased risks on uneven terrain and near overhead power lines. - Train workers in safe manual handling techniques and provide appropriate lifting aids to miniimise the risk of strain, overexertion, or injury when moving fencing materials and equipment across uneven terrain. - Continuously monitor and review site conditions and work progress to identify any changes in hazards or risks associated with uneven terrain and overhead power lines, adjusting control measures as needed to maintain a high standard of safety throughout the project.		
3. Equipment Inspection	Faulty equipment, untrained operators	3H	- Regular maintenance checks: Conduct routine inspections and maintenance of all equipment according to the manufacturer's guidelines to ensure they are functioning correctly and efficiently. - Equipment handling training: Provide comprehensive training for all employees on the correct operation and maintenance of equipment, as well as any necessary safety precautions. - Pre-use inspection: Prior to using any equipment, workers should perform a thorough visual examination to identify any potential faults or damage. - Fault reporting procedure: Encourage a culture of open communication by establishing channels where workers can report faulty equipment without fear of reprisal. - Clear record keeping: Maintain a detailed log of all equipment checks, usage, and maintenance to ensure that faulty equipment is not inadvertently used.	2M	

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			- Use of appropriate protective gear: All operators must wear required personal protective equipment (PPE) such as gloves, safety glasses, and hard hats while handling equipment. - Operating manuals and guides: Ensure that up-to-date operating manuals and guides are readily accessible to all workers during training and on-site. - Equipment tagging system: Implement a colour-coded tagging system to easily identify when equipment is due for inspection, has been inspected, or is faulty. - Restricted access to equipment: Control access to equipment by only allowing trained and authorised personnel to handle them, reducing the likelihood of accidents caused by untrained operators. - Task-specific safety measures: Develop safety guidelines tailored to specific tasks involving particular equipment, taking into account unique hazards presented by each task. - Emergency planning: Prepare for emergency situations by creating, implementing, and regularly reviewing emergency response procedures and providing proper first-aid equipment on-site.		
4. Material Handling	Manual handling injuries, dropped objects	2M	- Implement appropriate manual handling training for all workers involved in the material handling process to ensure they are familiar with safe lifting techniques and equipment usage. - Use mechanical lifting aids such as trolleys, wheelbarrows or forklifts where possible, to miniimise the risk of manual handling injuries. - Encourage team lifting and rotating tasks among workers to distribute the workload and prevent any single individual from bearing excessive strain. - Ensure that the work area is kept clear of tripping hazards or obstructions that may increase the risk of dropped objects or accidents during material handling operations. - Store heavy materials at waist height to reduce the need for bending or reaching when handling materials, and avoid storing materials at a height where they could topple or fall onto workers. - Establish load limits for each individual worker based on their physical capabilities, and enforce these limits consistently throughout the project. - Encourage regular breaks for workers involved in material handling to reduce the potential for fatigue-related incidents and injuries. - Provide workers with suitable personal protective equipment (PPE), such as gloves, sturdy footwear, and back support braces, to miniimise the risk of injury while handling materials. - Inspect all mechanical lifting aids and devices regularly, ensuring they are in proper working condition and used according to manufacturer guidelines.	1L	

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			- Communicate the importance of safe material handling practices to all workers through regular safety briefings and signage displayed in the workplace. - Monitor and supervise material handling operations to ensure that control measures are being followed correctly and consistently by workers, and address any violations or unsafe practices immediately.		
5. Post Hole Digging	Striking underground utilities, excessive noise	3H	- Utilise Dial Before You Dig service prior to commencing work to identify potential underground utilities and obtain service provider plans. - Confirm utility location by using suitable utility locating devices or contracting the services of a professional locator. - Before digging, visibly mark out the location of identified utilities. - Ensure workers are trained in recognizing signs of potential utility strikes such as changes in soil conditions or presence of pipework materials during excavation. - Maintain a safe distance between post-hole digging equipment and any confirmed underground utilities. - Use appropriate hand tools like shovels for manually digging in areas where there is a high risk of striking underground utilities. - Employ hydro vacuum excavation techniques around utilities for added safety, when necessary. - Periodically review and update the work plan to accommodate any changes, discoveries, or obstacles related to underground utilities. - Limit noise levels by using low-noise machinery, installing mufflers or soundproofing enclosures where possible. - Implement a noise control policy that includes periodic equipment inspections and maintenance to manage excessive noise from machinery. - Assign hearing protection devices (HPDs) such as earplugs or earmuffs to workers and ensure they're trained on proper usage and care. - Schedule digging operations to avoid working during times when surrounding noise-sensitive buildings or neighboring homes might be affected, especially at night. - Constantly monitor noise levels during post hole digging and adjust work practices or take corrective action if excessive noise persists.	2M	
6. Concrete Mixing	Dust inhalation, skin irritation from cement	3H	- Provide adequate ventilation in the mixing area to prevent dust accumulation and improve air quality. - Use a suitable dust mask or respiratory protective equipment (RPE) during operations that generate dust, ensuring proper fit and seal to face for maximum effectiveness.	1L	

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			- Operate mixing machines according to manufacturer's instructions while adhering to workplace health and safety guidelines. - Avoid direct skin contact with cement by wearing appropriate Personal Protective Equipment (PPE), such as gloves, long-sleeved shirts, and pants. - Utilise suitable eye protection like safety goggles or a face shield to protect against cement particles and dust splashes. - Handle materials and equipment carefully to miniimise manual handling risks associated with heavy lifting and repetitive motions. - Train workers on proper cement mixing techniques and injury prevention measures, including the recognition of potential hazards in the work environment. - Implement regular cleaning and maintenance schedules for equipment and tools to miniimise dust emission during operation. - Provide washing stations equipped with clean water and mild soap for proper skin care after working with cement and other hazardous materials. - Set up designated areas for mixing concrete, away from walkways and high-traffic zones, to reduce the risk of exposure to other workers. - Implement a site-specific Emergency Response Plan (ERP) outlining procedures for immediate medical assistance in case of skin irritation or respiratory issues. - Prioritise using low-dust cement mixes or alternative materials when feasible to miniimise potential hazards associated with traditional concrete. - Enforce a "clean-as-you-go" policy to lessen the amount of accumulated dust and debris in the worksite. - Regularly review and update risk assessments, SWMS, and training materials to ensure continuous improvement and adherence to current Workplace Health and Safety regulations.		
7. Post Setting	Misalignment of posts, improper footing depth	2M	- Site Inspection: Prior to starting the work, conduct a detailed site inspection to identify any potential hazards and obstructions that may cause misalignment of the posts or compromised footing depth. - Proper Equipment Selection: Ensure workers use appropriate tools and equipment (e.g., post hole digger, laser level) to maintain accuracy during setting and leveling of fence posts, subsequently minimising the risk of misalignment. - Detailed Planning: Develop a comprehensive plan outlining accurate post alignment, positioning, and spacing requirements, based on manufacturer's specifications and local regulations. - Awareness of Soil Conditions: Assess the soil conditions beforehand to ensure that the chosen footing depth is suitable for maintaining stability, and adjust if necessary to prevent any subsidence or movement over time.	1L	

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			- Continuous Monitoring: Regularly check and measure footing depths and post alignments during the installation process, to detect and rectify any deviations as early as possible. - Adequate Training: Train workers in proper techniques for measuring and setting posts with appropriate levels, including the use of tools such as spirit levels and laser levels, to maintain accurate alignment throughout the project. - Pre-fixing Bracing: Install temporary bracing solutions, such as wooden stakes, to provide additional support and maintain alignment during the setting process. - Team Communication: Maintain clear and ongoing communication between team members responsible for setting and positioning posts, ensuring any adjustments required for alignment and footing depth are communicated effectively and acted upon without delay. - Use of High-Quality Materials: Select weather-resistant materials for fencing, footing support, and other components, thereby reducing the probability of structural weaknesses caused by wear and tear, leading to potential misalignments. - Periodic Maintenance Checks: Schedule regular maintenance checks on completed fences to monitor potential misalignment or improper footing depth issues early and making necessary corrections before they escalate into safety hazards. - Expandable Screw-based Anchors: Consider using adjustable screw-based footing anchors that can be modified easily if initial footing depth is assessed to be inadequate, without needing to remove or destroy existing fence posts. - Documentation and Record Keeping: Maintain detailed records of all inspections, adjustments, and corrective measures taken during and after the post-setting process to ensure compliance with workplace health and safety regulations and provide an audit trail for future references.		
8. Panel Installation	Falling from height, panel breakage	3H	- Proper Training: Ensure that all workers involved in the panel installation process have undergone appropriate training to understand the risks associated with working at heights and handling heavy materials. - Use of Personal Protective Equipment (PPE): Ensure that workers are equipped with suitable PPE, including safety harnesses, helmets, gloves, and eye protection, to miniimise the risk of injury during panel installation. - Work Platforms: Utilise appropriate elevated work platforms or scaffolds with guardrails while working at height, in order to provide a safe and secure platform for panel installation. - Lifting Equipment: Ensure that proper lifting equipment, such as cranes or hoists, are available and maintained to safely handle and position the panels into place. - Safe Manual Handling: Instruct workers on correct manual handling techniques to reduce the risk of injuries resulting from carrying or maneuvering heavy panels.	2M	

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			- Inspection of Panels: Inspect each panel for any cracks or damage before installation to reduce the chance of breakage during the process. - Temporarily Secure Panels: After positioning, temporarily secure the panels in place using clamps or brackets to prevent accidental movements or dislodgement during installation. - Buddy System: Implement a buddy system where workers can assist and support each other during panel installation, helping to miniimise the risk of accidents. - Restricted Access: Clearly mark the work area for panel installation and restrict access only to authorised personnel, keeping pedestrians and other workers away from potential danger zones. - Weather Monitoring: Keep an eye on weather conditions, specifically strong winds or storms, and postpone panel installation if necessary to ensure worker safety in hazardous conditions. - Continuous Supervision: Assign a designated supervisor to continuously monitor the installation process, ensuring compliance with safety procedures and immediate action in case of any deviations or emergencies.		
9. Gate Assembly	Pinching fingers, gate falling during installation	2M	- Conduct a risk assessment before starting the gate assembly to identify potential hazards and establish appropriate control measures. - Ensure all workers involved in the gate assembly have undergone proper training and are well-versed with the safety procedures. - Provide suitable Personal Protective Equipment (PPE) to workers, such as gloves, safety boots, and hard hats to protect them from pinching injuries and potential impact from a falling gate. - Make use of appropriate tools and equipment designed for gate assembly, and ensure they are in good working order. This includes using clamps or locking pliers to hold components securely and prevent pinching injuries. - Follow the manufacturer's guidelines and recommendations for assembling the gate, paying particular attention to fastenings and supports to ensure stability during installation. - Utilise a buddy system where two or more workers collaborate during the gate assembly process. This allows one worker to focus on securing the gate while the other assists with handling any potential hazards. - Establish a designated work zone around the gate assembly area and use safety barriers or warning signs to mark the area, preventing unauthorised access and avoiding distractions that may increase the risk of accidents. - Frequently inspect the gate assembly process and make adjustments as needed to maintain the stability of the gate and prevent it from falling during installation.	1L	

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			- Communicate regularly with the team during the gate assembly process to provide updates on progress, address any concerns or issues, and maintain overall situational awareness. - In the event of unforeseen complications or potential hazards, follow established emergency protocols to deal with the situation promptly and effectively. This includes ceasing work immediately, reassessing risks, and re-evaluating control measures before resuming the assembly process.		
10. Finishing and Cleanup	Trip hazards, exposure to chemicals	2M	- Keep work areas free of debris: Regularly remove any clutter or unnecessary materials that could pose as trip hazards within the working environment. - Appropriate storage of chemicals: Ensure usage, storage, and disposal of potentially hazardous chemicals follow Material Safety Data Sheet (MSDS) guidelines and regulatory requirements. - Proper use of Personal Protective Equipment (PPE): Require workers to wear appropriate PPE, including gloves, safety glasses, and chemical-resistant clothing when handling hazardous chemicals during finishing and cleanup. - Training on safe handling of chemicals: All workers must receive proper training in the safe handling, storage, and disposal of chemicals used during the finishing and cleanup process. - Install temporary barricades or caution tape: Use these visual markers to indicate unfinished areas, uneven terrain, or other potential trip hazards to help prevent accidental falls. - Maintain organised tools and equipment: After each use, safely store tools and equipment in designated areas to miniimise tripping hazards caused by misplaced items. - Safe waste disposal: Implement a waste management system to ensure proper disposal of materials during the finishing and cleanup process, reducing the risk of creating additional hazards. - Monitor for chemical spills: Regularly check the worksite for evidence of chemical spills, leaks, or overuse; promptly address all incidents according to the MSDS. - Limiting public access: Restrict entry to only authorised personnel during the finishing and cleanup stages, avoiding potential interference or hazards caused by bystanders. - Signage for hazardous substances: Clearly mark containers of hazardous substances (e.g., paint stripper, cleaning solutions) with corresponding labels indicating their contents, associated risks, and safety precautions. - Illuminate worksite: Ensure sufficient lighting at the worksite to help workers identify potential hazards, such as uneven surfaces or poorly stored materials, during the finishing and cleanup process.	1L	

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			- Regular safety checks: Perform routine safety inspections to quickly identify and manage any hazards that may arise during the finishing and cleanup stages of the fencing project.		
11. Signage and Barriers	Inadequate signage, unauthorised entry	2M	- Conduct a risk assessment before commencing work to identify potential hazards associated with inadequate signage and unauthorised entry. - Develop and implement a site-specific signage and barrier plan, including the type of signs and barriers required, their location, and maintenance requirements. - Ensure all workers are trained and competent in understanding the importance of proper signage and barriers for maintaining workplace health and safety. - Use clear and visible signage that adheres to relevant industry standards and regulations, such as warning signs, restricted access signs, and hazard identification signs. - Regularly inspect and maintain signage to ensure it remains visible, legible, and in good condition. Damaged or faded signs should be replaced promptly. - Install temporary fencing or barriers around work areas to prevent unauthorised entry and designate access points for authorised personnel only. - If applicable, use lockable gates at access points to restrict entry further and control unauthorised individuals attempting to gain access to the work area. - Clearly mark pedestrian walkways and detours to guide the public and workers safely around the work zone. - Communicate the purpose and importance of signage and barriers to all workers during pre-start meetings, toolbox talks, and ongoing training sessions. - Implement regular surveillance measures, such as periodic walk-throughs or remote monitoring via security cameras, to ensure signs and barriers are serving their intended purpose and also deter unauthorised entry. - In the case of an unauthorised entry or breach in the barrier system, have a response plan in place that outlines the actions to take, including notifying relevant supervisors, managers, or authorities. - Review and update the effectiveness of the signage and barrier strategy at regular intervals or when significant changes occur in the worksite environment. - Encourage open communication among workers to report any concerns or suggestions related to signage and barriers, and address these promptly. - Coordinate with other contractors, suppliers, and organizations on-site to develop a unified approach to signage and barrier management, ensuring consistency and effectiveness across the entire workplace.	1L	
12. Final Inspection	Incomplete fencing, incorrect installation details	3H		1L	

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			- Conduct thorough visual inspections: Perform regular and comprehensive visual inspections of the fencing structure to ensure that all parts have been correctly assembled, with no gaps or weak points left. - Verify compliance with installation guidelines: Ensure that the installation process follows the approved manufacturers' and recognized industry guidelines for best practices and meets the specified requirements. - Consult with an expert: Engage a qualified and experienced professional to provide guidance on appropriate fencing designs and installation methods if needed, ensuring a high level of safety. - Implement a final inspection checklist: Develop and utilise a detailed checklist during the final inspection stage that covers all aspects of the fencing, such as materials used, measurements, alignment, and other relevant criteria. - Address incomplete sections promptly: Identify any incomplete sections and rectify them immediately using suitable tools, equipment, and competent personnel to guarantee a secure and safe fencing structure. - Verify post-installation stability: Check the stability and sturdiness of the fence by pushing and pulling on different sections to test for any signs of weakness or potential failure points. - Assess anchoring methods: Evaluate the integrity of anchors used in the fencing installation, making sure that they are optimally secured and durable enough to withstand the expected load and environmental conditions. - Inspect surrounding area: Examine the area around the fencing to identify hazards that may compromise safety, such as objects that could fall onto the fence or structures too close to it, which may lead to accidents. - Document inspections and corrective actions: Keep records of all inspections conducted throughout the installation process and detail any corrective measures that were taken to address identified issues, helping to maintain accountability and meet regulatory requirements. - Provide ongoing monitoring and maintenance: Schedule periodic assessments of the fencing to identify deteriorating components, make necessary repairs and ensure the continued effectiveness and safety of the fencing structure.		

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

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

LEGISLATIVE REFERENCES

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

Queensland & Australian Capital Territory Work Health and Safety Act 2011 Work Health and Safety Regulations 2011 Legislation QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws Codes of Practice QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice Legislation ACT: https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations Codes of Practice ACT: https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice	**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
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	**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
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	**Safe Work Australia Links** Law and Regulation (All States): https://www.safeworkaustralia.gov.au/law-and-regulation Model Codes of Practice: https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice **Model Codes of Practice** - Managing noise and preventing hearing loss at work - Confined spaces - Labelling of workplace hazardous chemicals - Managing risks of hazardous chemicals in the workplace - Welding processes - First aid in the workplace - Managing the risk of falls at workplaces - Hazardous manual tasks - Managing the risk of falls in housing construction - Managing electrical risks in the workplace - Demolition work - Excavation work - Work health and safety consultation, cooperation and coordination - Managing the work environment and facilities - How to manage work health and safety risks - Managing risks of plant in the workplace - Construction work
South Australia Work Health and Safety Act 2012 (SA) Work Health and Safety Regulations 2012 (SA) Legislation for SA: https://www.safework.sa.gov.au/resources/legislation Codes of Practice for SA: https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs	
Tasmania Work Health and Safety Act 2012 Work Health and Safety (Transitional and Consequential Provisions) Act 2012 Work Health and Safety Regulations 2012 Work Health and Safety (Transitional) Regulations 2012 Legislation for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations Codes of Practice for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice	
Details of permits, licenses or access required by regulatory bodies (add or delete as required): - Permits from local council - Authorisation to commence work - Any required documents.	

SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

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

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

SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

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

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

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

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

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

REVIEW NUMBER	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ 6	☐ 7
NAME							
INITIALS							
DATE							

SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

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

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

REVIEWED BY		DATE REVIEWED	
SIGNATURE		**DATE COMPLETED**	