

Floor Polisher | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Floor Polisher

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>Notes on Hierarchy of Controls: Elimination methods are the most effective and preferred when controlling a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the third most effective, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment) is the least effective method.</p>											
PERSONAL PROTECTIVE EQUIPMENT (PPE)											
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING PROTECTION	EYE PROTECTION	RESPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable).											
<p>Note: A SWMS must be reviewed regularly to make sure it remains effective. A SWMS must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.</p> <p>When a SWMS has been revised, the person conducting a business or undertaking must ensure all:</p> <ol style="list-style-type: none"> persons involved in the work are advised that a revision has been made and how they can access the revised SWMS; persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS; and, workers that will be involved in the work are provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS. 											

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Slips and Trips, Electric Shock	2M	<ul style="list-style-type: none"> - Proper housekeeping: Keep the work area clean and free of debris, loose cords, or any other potential obstructions that could lead to slips, trips, or falls. This includes removing any unnecessary equipment and tools from the immediate work area. - Use of non-slip footwear: All workers should wear appropriate, slip-resistant shoes or boots with good treads to minimise the risk of slipping on the polished floor surfaces. - Inspect electrical equipment: Before beginning work, thoroughly inspect the floor polisher and any extension cords for damage or frayed wires. Repair or replace any damaged equipment before use to prevent an electric shock hazard. - Use of Ground Fault Circuit Interrupter (GFCI): Always plug the floor polisher into a GFCI-protected outlet to protect against any electrical faults which could cause electric shock. - Training and instruction: Ensure all workers using the floor polisher have received proper training in its usage, as well as relevant Workplace Health and Safety regulations and guidelines. - Implement a buddy system: Encourage workers to assist and watch out for one another during the polishing process. This can help identify and address hazards more quickly and effectively. - Provide appropriate warning signs: Place "Caution: Wet Floor" signs in visible locations around the work area to alert others about the increased slip and trip risk during the polishing process. - Establish designated walkways: Clearly mark pedestrian walkways outside the immediate working area to reduce the risk of accidental slips and trips during the polishing process. - Ensure adequate lighting: Make sure the workspace has sufficient lighting to help workers see and avoid potential hazards while operating the floor polisher. - Use of Personal Protective Equipment (PPE): Workers should utilise appropriate PPE, such as gloves and safety goggles, to protect themselves from potential hazards during floor polishing tasks. Additionally, using hearing protection, like earmuffs or earplugs, can help protect workers from the noise generated by the floor polisher. 	1L	
2. Inspect Equipment	Faulty Power Cord, Exposure to Chemicals	2M	<ul style="list-style-type: none"> - Ensure all equipment is inspected thoroughly for any visible signs of damage or wear, especially the power cord, prior to starting work. - Implement a regular maintenance schedule for equipment checks and servicing, as specified by the manufacturer guidelines. - Make sure all staff are properly trained to identify common signs of faulty equipment, such as frayed or damaged wires. 	1L	

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			<ul style="list-style-type: none"> - Replace or repair any damaged or faulty equipment immediately to prevent accidents. - Use a residual current device (RCD) with equipment to protect against power surges or electrical faults. - Keep work environments clear of clutter and rubbish to reduce trip hazards associated with cords. - Store chemicals in a designated area that is well-ventilated and protected from direct sunlight to minimise the risk of exposure to hazardous chemicals. - Use appropriate Personal Protective Equipment (PPE), such as gloves, safety goggles, and chemical-resistant aprons when handling or using chemicals. - Create an inventory list of all chemicals used during the floor polishing process and include their respective Safety Data Sheets (SDS) for easy access by employees. - Train staff in proper use, storage, and disposal of chemicals to minimise potential risks. - Establish clear communication channels and hazard signage to alert staff of areas where chemicals are being used or stored. - Immediately report any spills, leaks, or unusual odors related to chemical usage to a supervisor or workplace health and safety officer. - Have spill containment kits readily available in areas where chemicals are stored and used to respond quickly to any incidents. - Implement a safety awareness programme for all employees to foster a culture of continuous improvements related to safety and safe practices while working with equipment and chemicals. 		
3. Set up Workplace	Poor Lighting, Uneven Surfaces	2M	<ul style="list-style-type: none"> - Conduct a thorough inspection of the work area prior to commencing operation to identify any existing uneven surfaces, obstructions, or hazards that may increase the risk of accidents during operation. - Utilise proper lighting equipment like portable task lights or floodlights in areas with inadequate lighting to ensure sufficient visibility throughout the work zone. - Maintain clean working conditions and remove debris or clutter from the floor that may interfere with operations or cause unstable footing for personnel. - Install temporary signage near the work area reminding others of potential trip hazards and uneven surfaces, as well as directing foot traffic around the area to maintain a safe distance from the floor polishing process. - Regularly inspect stairs, steps, and ramps in the work zone to ensure they are stable and free from slippery substances or other potential hazards. - Make use of non-slip footwear to help prevent accidental slips and falls on uneven or wet surfaces. 	1L	

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			<ul style="list-style-type: none"> - Place power cords for equipment in a manner that prevents them from becoming trip hazards; use cable covers if necessary. - Implement temporary barriers or barricades around the work area to control access and ensure only trained and authorised personnel are allowed entry. - Incorporate regular breaks for workers to rest their eyes and minimise fatigue caused by working in poorly lit environments, which can lead to accidents. - Conduct toolbox talks prior to commencing work to properly instruct workers on safety protocols, emergency procedures, and possible hazards associated with operating the floor polisher in the given environment. 		
4. Secure Floor Area	Unauthorised Access, Wet Floor Slipping	3H	<ul style="list-style-type: none"> - Use clear and well-placed signage to inform staff, visitors, and the general public that a floor polishing process is ongoing in the area, and restrict unauthorised access. - Implement physical barriers like cones or barricades at all entry and exit points, which would prevent unwanted intrusions and delineate the specific work zone. - Regularly inspect barriers and signs throughout the duration of the project, ensuring they remain in place and visible to passersby. - Designate a responsible person for securing and monitoring the work area who will oversee access control, ensuring that only authorised personnel can enter. - Provide appropriate Personal Protective Equipment (PPE) to authorised individuals, such as nonslip footwear, to reduce the risk of slipping on wet surfaces. - Use industrial-grade absorbent mats to soak up excess water and fluids during the floor polishing process to minimise the risk of slipping hazards. - Ensure adequate lighting in the workspace, especially during evening hours, so visibility remains optimal for both workers and visitors. - Communicate with employees throughout the facility about the floor polishing process and its location, emphasising the importance of avoiding the specific area until work is complete. - Place warning signs near any surfaces that are particularly slippery due to the polishing process to alert those who may accidentally stray into the area. - Establish an emergency response plan detailing the steps to be taken in the event of an accident or incident related to the identified hazards. - Conduct regular toolbox talks with your team prior to each work shift, discussing safety procedures and reminding them of the risks associated with unauthorised access and wet floor slipping. - Review and update Safe Work Method Statements (SWMS) periodically to ensure that all control measures remain effective, relevant, and in line with current health and safety regulations. 	2M	

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5. Mixing Cleaning Solutions	Splashes or Fumes, Allergic Reactions	3H	<ul style="list-style-type: none"> - Appropriate PPE: Ensure that all workers wear appropriate personal protective equipment (PPE), including safety goggles, gloves, and a face mask to prevent any contact with splashes or fumes. - Ventilation: Proper ventilation should be maintained in the area where cleaning solutions are being mixed to ensure adequate air circulation and dispersal of potentially harmful fumes. - Correct proportions: Follow manufacturer's guidelines for mixing ratios and be cautious when combining chemicals, as an incorrect mixture could result in increased hazards. - Use of non-toxic chemicals: Whenever possible, opt for non-toxic cleaning agents that pose minimal health risks. - Precautions for allergies: Workers with known allergies to certain chemicals should not handle those substances and alternative cleaning agents should be provided. - Training on handling chemicals: All workers involved in mixing cleaning solutions must receive proper training regarding safe handling and storage procedures. - Clear labelling: Ensure that all containers used for mixing and storing cleaning solutions are clearly labelled to avoid confusion and accidental exposure to unintended chemicals. - No eating or drinking: Prohibit eating or drinking near the mixing area to reduce the risk of accidental ingestion of chemicals. - Emergency response plans: Establish and communicate clear emergency response procedures for chemical spills, splashes, and allergic reactions. - First aid kit: Keep a fully stocked first aid kit nearby and ensure that workers know how to use it in case of injury or allergic reactions. - Closed containers: When not in use, store cleaning solutions in closed, properly labelled containers to minimise exposure to fumes. - Mixing in designated areas: Assign specific areas for mixing cleaning solutions, away from high-traffic zones, to minimise the risk of accidental exposure for other workers. - Chemical disposal: Develop a plan for the safe and environmentally-friendly disposal of used cleaning solutions and chemical waste. - Periodic review: Continually assess and update the control measures in place for mixing cleaning solutions, taking into account changes in chemicals used and advancements in best practices. 	2M	
6. Fill Polisher Tank	Overfilling, Spills	2M	<ul style="list-style-type: none"> - Proper training for employees: Ensure that all personnel operating the floor polisher have undergone appropriate training to familiarise themselves with correct procedures for filling the tank and identifying potential hazards associated with overfilling or spills. 	1L	

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			<ul style="list-style-type: none"> - Clear instructions and labels: Make sure the floor polisher is equipped with clear labels and instructions on the maximum fill level, type of polish to be used, and relevant safety warnings. - Use of funnel: Provide a funnel to reduce the risk of spills while transferring the polish solution into the tank. This ensures controlled pouring and minimizes spillage risk. - Designated filling area: Designate a specific spot for filling the polisher tank - this area should be well-lit, free from any ignition sources or open flames, and with appropriate spill containment measures in place, such as drip trays and absorbent materials. - Personal Protective Equipment (PPE): Require the use of appropriate PPE, such as gloves and safety glasses, when filling the polisher tank to protect workers from harmful chemicals and minimise contact with the polishing solution. - Slow and careful filling: Encourage workers to fill the tank slowly and carefully to avoid overfilling or splashing, which could lead to spills and potential slip hazards. - Regular inspection of equipment: Schedule frequent inspections of the floor polisher equipment to ensure there are no underlying issues, such as leaks or cracks in the tank, which could potentially result in spills or overfilling during operation. - Emergency response plan: Establish and communicate a comprehensive emergency response plan for spills, including provision of spill kits, designated cleanup personnel, and appropriate disposal methods for the cleaning material used. - Use of proper containers: Store polishing solutions in suitable, clearly labelled containers to avoid confusion, and ensure their compatibility with the handling equipment and the polisher itself. - Employee awareness and communication: Ensure open communication channels among employees, providing them with information on the risks associated with overfilling and spills, along with the necessary control measures in place. Encourage workers to report any incidents or potential hazards they identify during the filling process to promote a safe working environment. 		
7. Plug in and Start Polisher	Noise Pollution, Flying Debris	2M	<ul style="list-style-type: none"> - Ensure operators are trained and competent in the use of floor polishers, including correct operation, maintenance, and cleaning procedures. - Always perform a visual inspection of the floor polisher before use, checking for any visible damage or wear and tear that could increase the risk of hazards. - Plug the floor polisher into a Ground Fault Circuit Interrupter (GFCI) protected outlet to reduce the risk of electrical shock. - Use personal protective equipment (PPE) such as earplugs or earmuffs specifically designed to protect against noise pollution generated by the floor polisher. - Utilise proper signage and barriers to designate the work area and restrict access to unauthorised personnel, especially during operation hours. 	1L	

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			<ul style="list-style-type: none"> - Consider using a dust collection system or vacuum attachment on the floor polisher to help minimise the amount of flying debris generated during polishing. - Inspect the polishing pads or brushes for damage and replace them as needed to avoid causing uneven surfaces, which can generate flying debris. - Ensure good housekeeping practices are followed throughout the worksite, including regular cleaning to remove any loose dust, dirt or debris, reducing the risk of flying debris during the polishing process. - Adjust the speed setting of the floor polisher according to the manufacturer's recommendations and specific surface requirements to maintain control and reduce the risk of flying debris. - Encourage regular work breaks for operators to minimise fatigue and ensure they remain focused and alert during the operation of the floor polisher, thus minimising the potential for hazards arising from loss of concentration. - Never leave the floor polisher unattended while it is plugged in or operating, even for brief periods, to prevent unauthorised use or unexpected accidents. - When working in close proximity to other workers, establish effective lines of communication, such as hand signals or two-way radios, to alert others of potential hazards related to noise and flying debris. - Implement a maintenance programme for the floor polisher, following the manufacturer's specifications and recommendations, to ensure optimal working condition and reduce operational hazards. - Foster a culture of safety awareness among all staff members, including regular toolbox talks or discussions related to potential hazards and control measures associated with the use of a floor polisher. 		
8. Operate Floor Polisher	Repetitive Motion Injuries, Poor Posture	2M	<ul style="list-style-type: none"> - Conduct a pre-operational equipment check to ensure the floor polisher is in good working condition, reporting any defects or malfunctions immediately. - Provide ergonomic training for workers on how to operate the floor polisher with proper body mechanics to prevent musculoskeletal injuries. - Encourage workers to take scheduled breaks and perform stretching exercises to alleviate discomfort caused by repetitive motions. - Implement a job rotation system to limit the duration of continuous use of the floor polisher and reduce the risk of injury from overexertion. - Ensure that workers wear appropriate PPE (personal protective equipment) such as slip-resistant footwear and support belts to help maintain proper posture while operating the floor polisher. - Set up warning signs and barricades in the work area to prevent unauthorised access and create a safe working environment for the operator. 	1L	

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			<ul style="list-style-type: none"> - Adjust the height and position of the equipment handles according to the user's preference in order to maintain a comfortable working posture. - Maintain adequate lighting levels in the workspace to allow operators to comfortably see where they are polishing and avoid awkward body positions. - Make sure that the work area is free from obstructions and unnecessary clutter, providing sufficient space for the operator to move around without straining. - Train workers to use the appropriate techniques when lifting, pushing, or pulling the floor polisher to minimise the risk of strain-related injuries. - Regularly service and maintain the floor polishing equipment to ensure it operates smoothly, reducing unnecessary vibrations or resistance that could contribute to physical strain. - Instruct operators to adjust their pace and not rush the floor polishing process, which may lead to fatigue, discomfort and potential injuries. - Encourage workers to report any discomfort or pain immediately so that appropriate measures can be taken to address the issue and avoid exacerbating the condition. - Periodically review and update the Safe Work Method Statement (SWMS) to ensure that the recommended control measures are effective in minimising the hazards associated with operating a floor polisher. 		
9. Maneuver around Obstacles	Collisions, Strain Injuries	3H	<ul style="list-style-type: none"> - Conduct a comprehensive risk assessment before starting the polishing work to identify potential obstacles and hazards in the area. - Properly train all workers operating the floor polisher on safe maneuvering techniques, handling procedures, and emergency stops. - Clearly demarcate the work area using safety cones or barriers to prevent unauthorised access and ensure worker safety while maneuvering around obstacles. - Implement a clear and effective communication system among workers regarding the presence of obstacles, changes in the work environment, or any other potential hazards. - Ensure that the floor polisher is well-maintained and in good working condition, including properly functioning brakes and steering mechanisms. - Encourage workers to use ergonomic techniques when operating the floor polisher, such as maintaining proper posture and avoiding repetitive motions, to reduce the risk of strain injuries. - Establish a designated spotter for workers to aid in safely navigating around obstacles, providing guidance on optimal pathfinding and hazard avoidance. - Apply the 3-point contact rule when mounting or dismounting the floor polisher to prevent slip-and-fall accidents and promote stability while maneuvering around obstacles. 	2M	

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			<ul style="list-style-type: none"> - Enforce low-speed limits when approaching an obstacle in order to minimise the risk of collision and provide ample time for reaction and adjustments. - Adhere to appropriate break schedules for workers operating the floor polisher to prevent fatigue-related accidents from diminished attention to surroundings and compromised decision-making. - Regularly inspect the work area for any new obstacles or hazards that may have been introduced during the course of the project and adjust accordingly. - Follow established procedures to address spills or other hazardous conditions immediately, ensuring the work environment remains free of additional challenges to navigation for the floor polisher. - Review and evaluate the effectiveness of the implemented control measures periodically, updating or modifying them as necessary to maintain a safe workspace and minimise the risks associated with maneuvering around obstacles. 		
10. Empty Polisher Tank	Chemical Exposure, Container Tip-Over	2M	<ul style="list-style-type: none"> - Proper training: Ensure that all employees involved in the operation of the floor polisher understand the procedure for emptying the tank and have received adequate training on how to safely handle chemicals. - Personal protective equipment (PPE): Provide staff with appropriate PPE, including gloves, safety glasses, and chemical-resistant aprons, to minimise the risk of chemical exposure during the tank emptying process. - Use suitable containers: Only use compatible, sturdy, and appropriately labelled containers designed to hold the specific type of polish or cleaning solution. - Spill containment: Place a drip tray or spill containment pallet beneath the container to catch any spills or leaks when transferring the liquid from the polisher tank. - Ventilation: Conduct the emptying process in a well-ventilated area, reducing the risk of inhaling hazardous fumes. - Controlled pouring technique: Instruct staff to employ a controlled, slow pouring action when emptying the tank, minimising the chances of container tip-over or splashes. - Clear the work area: Make sure the workspace remains clear of debris, obstacles, or other individuals, preventing collisions or accidental contact with chemicals. - Emergency procedures: Establish clear emergency procedures for spills, accidents, or exposure incidents, and ensure that all relevant staff members are familiar with them. - Secondary containment: Consider using a secondary containment device, such as a plastic drum liner, to provide an additional level of protection against spills or leaks if there is a container tip-over. - Safe disposal methods: Dispose of used polish or cleaning solution according to local regulations and facility protocols, ensuring environmentally responsible handling and processing. 	1L	

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			<ul style="list-style-type: none"> - Inspect containers regularly: Regularly inspect containers for signs of damage or wear, replacing them promptly to reduce the chance of leaks and spills during transfers. - Communication: Encourage open communication amongst staff regarding safety concerns, improvements, or clarifications, ensuring a proactive approach towards maintaining a safe work environment. 		
11. Clean and Store Equipment	Sharp Objects, Slippery Surfaces	2M	<ul style="list-style-type: none"> - Thoroughly inspect the work area before commencing the cleaning process to identify potential sharp objects or other hazards that may cause harm while dealing with the floor polisher. - Implement a "clean as you go" approach during the entire polishing process, ensuring any debris or waste material is promptly cleared away to minimise the build-up of hazards and reduce the risk of slip-and-fall incidents. - Store all necessary tools (such as scraper blades, brushes, and extension cords) in designated storage containers when not in use to prevent the inadvertent creation of tripping or sharp object hazards. - Prioritise the safe handling and disposal of sharp objects, such as used polishing pads or scraping tools, by disposing of them in dedicated sharps containers or puncture-resistant bags. - Use appropriate personal protective equipment (PPE), such as cut-resistant gloves and non-slip footwear, to minimise the risk of cuts from sharp objects or slipping on wet surfaces during clean-up. - Ensure proper signage is in place warning others of potential wet floors and slippery surfaces throughout the cleaning and storage process. - Utilise safety barriers or cordoning off the area being cleaned to minimise foot traffic and reduce the likelihood of accidental slips or trips while handling the floor polisher. - Conduct regular maintenance and safety checks on the floor polisher, including cleaning, lubrication, and visual inspections for any damaged or broken components before storing it away. - After cleaning the floor polisher, store equipment in a suitably dry, secure location, ensuring that cords are coiled and secured to prevent entanglement and trip hazards. - Provide training and instructions to all personnel involved in the operation, cleaning, and storage procedures of the floor polisher about the risks associated with sharp objects and slippery surfaces, and emphasise the importance of following established control measures to keep everyone safe. 	1L	
12. Restore Workplace	Unattended Chemicals, Forgotten Tools	2M	<ul style="list-style-type: none"> - Store chemicals in designated areas: Always return cleaning chemicals and polishes to their assigned storage locations when not in use, ensuring they are tightly sealed and clearly labelled. 	1L	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			<ul style="list-style-type: none"> - Implement a chemical inventory system: Create an inventory system to track the usage and disposal of chemicals, making sure unattended chemicals are accounted for and removed from the work area after each use. - Provide proper training: Train all staff members involved in the polishing process on the correct usage, storage, and disposal of chemicals and tools, emphasising the importance of restoring the workplace to a safe condition upon completion of the task. - Conduct regular inspections: Establish a schedule for routine inspections of the work area, ensuring that all chemicals and tools are stored appropriately and promptly addressing any identified issues or hazards. - Utilise personal protective equipment (PPE): Require workers to wear appropriate PPE, such as gloves and eye protection, whenever handling chemicals or using tools related to the floor polishing process. - Implement a clear communication system: Establish an effective method for workers to communicate with supervisors about forgotten or misplaced tools and chemicals, enabling prompt action to be taken if a hazard is identified. - Establish a tool accountability system: Assign responsibility to specific individuals to track tools used during the floor polishing process, cross-referencing them with a checklist to ensure none are left unattended. - Schedule clean-up breaks: Incorporate designated clean-up time frames into the overall polishing timeline, allowing workers to gather, account for, and properly store tools and chemicals regularly throughout the process. - Encourage teamwork and responsibility: Foster a team-driven environment where everyone involved in the floor polishing project takes responsibility for maintaining a clean and safe work area. - Prepare for emergencies: Develop emergency response plans to address potential incidents involving unattended chemicals or forgotten tools, ensuring staff know how to respond effectively should a situation arise. - Display signage and reminders: Post signs and reminders in the work area that emphasise the importance of maintaining a clean and safe workspace, minimising the risk of unattended chemicals and tools being left behind. - Conduct post-polishing audits: After completing the floor polishing process, perform a thorough audit of the work area to identify any lingering hazards, such as forgotten tools or improperly stored chemicals, and take immediate corrective action as needed. 		

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

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

LEGISLATIVE REFERENCES

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

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

SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

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

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

SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

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

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

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

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

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

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

SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

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

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