Floor Sander | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Floor Sander

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

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

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

Full Name:		
Signature:	Title:	Date:

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

Full Name:	Title:	Phone:

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

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

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

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

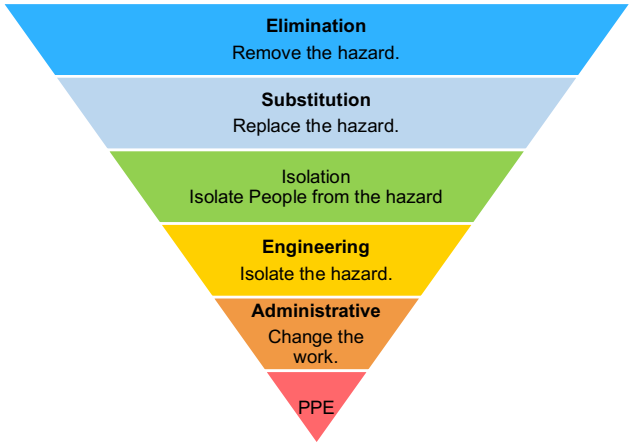
ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY							
☐ Forklift	☐ Crane/s	☐ Hoist/s	☐ Excavator	☐ Backhoe/Loader	☐ Boom Lift	☐ EWP	☐ Genie Lift
☐ Trencher	☐ Drilling Rig	☐ Trucks	☐ Formwork	☐ Bobcat	☐ Flammable Gas	☐ Fuel	☐ Dozer
☐ High Voltage	☐ Mulcher	☐ Tilt-up Panels	☐ Roller	☐ Scissor Lift	☐ Tractor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

RISK MATRIX

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

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

HEIRARCHY OF CONTROLS



PERSONAL PROTECTIVE EQUIPMENT (PPE)

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

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

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

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

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

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Trip hazards, Electrical hazards	2M	- Conduct a thorough risk assessment and identify potential trip and electrical hazards in the designated work area prior to beginning any work. - Clear the workspace of all debris, objects or materials that may cause obstructions, impede movement or contribute to trip hazards during the sanding process. - Install appropriate signage to inform employees and visitors about the presence of trip hazards, electrical hazards, and restricted access areas throughout the duration of floor sanding activities. - Train workers on safe operation and handling procedures for floor sanders, including proper use of personal protective equipment (PPE) like non-slip shoes, gloves, and goggles as necessary. - Utilise cord management solutions like cable covers, reels, or organizers to miniimise the risk of entangling or tripping over electrical cords during the sanding process. - Regularly inspect electrical cables and floor sander for wear and tear or potential damage that may pose an electrical hazard, and ensure prompt repair or replacement when needed. - Implement lockout/tagout procedures as necessary to control the energy source of floor sanders when not in use or during maintenance/repairs. - Ensure all electrical equipment, including the floor sander and extension cords, is properly grounded and regularly tested for compliance with relevant safety standards. - Establish clear communication channels between team members, promoting teamwork and vigilance to promptly address any emerging concerns throughout the floor sanding process. - Develop an emergency action plan and provide workers with guidance on responding to potential emergencies, such as accidental contact with live wiring, slips or falls, and other incidents resulting from trip or electrical hazards. - Monitor and conduct regular audits of work practices and adherence to control measures to ensure ongoing compliance and effectiveness in managing identified hazards, and adjust as needed based on evolving conditions or newly identified risks.	1L	
2. Setup	Incorrect equipment setup, Heat exposure	2M	- Proper Equipment Setup: Ensure that the floor sander and all associated equipment are set up correctly according to the manufacturer's recommendations and guidelines to prevent accidents caused by incorrect setup. - Heat Exposure Prevention: If working in hot environments, schedule work periods with necessary breaks or during cooler times of the day to avoid excessive heat exposure. - Personal Protective Equipment (PPE): Provide and utilise appropriate PPE, including anti-vibration gloves, safety goggles, and hearing protection when	1L	

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			operating a floor sander to reduce the risk of injury due to equipment malfunction or excessive exposure to noise and vibrations. - Employee Training: All staff should be thoroughly trained in the correct use and operation of the floor sander, as well as proper maintenance procedures to help prevent incorrect equipment setup and related incidents. - Ventilation and Air Filtration: Make sure there is sufficient ventilation and air filtration in the workspace to prevent excessive buildup of dust and other particulates, which can contribute to heat exposure hazards. - Regular Inspection of Equipment: Conduct regular inspections of the floor sander and its components for wear and damage, replacing any parts as necessary to maintain proper functioning and prevent malfunctions due to an incorrect setup. - Emergency Response Plan: Develop and implement an emergency response plan that addresses potential incidents related to the identified hazards, such as fire or electrical shock, and ensure all workers are familiar with these plans. - Ongoing Communication: Maintain open communication between management and employees about workplace health and safety issues, providing a clear channel for reporting concerns related to incorrect equipment setup, heat exposure, or other job-related hazards. - Workspace Organisation: Set up a designated area for the floor sander and all related equipment, maintaining a clutter-free environment to prevent trip and fall hazards that could further exacerbate the risk of injury from incorrect equipment setup or heat exposure. - Safety Documentation and Recordkeeping: Maintain detailed, accurate records of all equipment inspections, hazard assessments, training sessions, and incident reports to identify trends and areas for improvement concerning floor sander operation and heat exposure prevention.		
3. Sanding	Excessive dust exposure, Noise & vibration hazards	3H	- Proper Training: Ensure that all workers operating the floor sander are provided with adequate training and instruction on using the equipment safely and efficiently. - Use of PPE: Workers should be equipped with personal protective equipment, including dust masks or disposable respirators, hearing protection, safety glasses or goggles, and gloves to prevent exposure to excessive dust, noise, and vibration. - Dust-free sanding equipment: Where possible, use floor sanders with integrated dust extraction systems or attach a compatible vacuum system to miniimise airborne dust. - Good Housekeeping: Frequently clean work areas during the sanding process to keep the area free from a buildup of sawdust and debris. - Adequate Ventilation: Ensure that the work area is well-ventilated to disperse dust particles and reduce the risk of respiratory irritation.	2M	

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			- Well-maintained Equipment: Perform regular maintenance checks on the floor sanding equipment to ensure it is functioning correctly and minimise any potential hazards. - Isolation of Work Area: Restrict access to the immediate work area to essential personnel only, preventing unnecessary exposure to dust, noise, and vibration hazards. - Rotation of Tasks: Rotate workers between tasks or assign periodic breaks to miniimise exposure to prolonged noise and vibration. - Anti-vibration Handles: Utilise floor sanders with anti-vibration handles to reduce the impact of vibration on the operator's hands and arms. - Noise Barriers: Install temporary noise barriers around the work area to help reduce noise levels and protect nearby workers from excessive noise exposure. - Equipment Selection: Choose floor sanders with lower vibration and noise emissions where possible to miniimise those hazards. - Communication Signage: Post clear signs and warnings near the work area, informing workers and site visitors about the dangers present and necessary safety precautions. - Regular Health Checks: Encourage workers to report any health issues or concerns related to dust exposure, hearing damage, or problems related to vibration exposure. - Site-specific Risk Assessment: Before starting work, perform a thorough site-specific risk assessment and adjust control measures accordingly, as needed, to address the unique hazards presented by each work site.		
4. Edging	Manual handling injuries, Rotating equipment entanglement	3H	- Training: Ensure all workers are trained in proper manual handling techniques to reduce the risk of injuries, as well as conducting regular refresher training sessions. - Job rotation: Implement a job rotation scheme to miniimise repetitive tasks and limit continuous exposure to hazards associated with edging, reducing the likelihood of developing musculoskeletal disorders. - Appropriate equipment: Use properly maintained and suitable floor sanding equipment, designed to miniimise vibrations and ergonomic strain on the operator. - Proper body mechanics: Encourage workers to use appropriate body mechanics, such as bending at the knees instead of the waist, and avoiding reaching or stretching too far during edging work. - Breaks: Allow workers to take frequent breaks for rest and recovery, decreasing the chance of fatigue-related injuries. - Equipment inspection: Establish a routine inspection process for checking the condition of the rotating equipment, ensuring entanglement risks are minimised.	2M	

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			- Machinery guards: Install protective guards to cover moving parts, preventing accidental contact with the rotating equipment. - Clear working area: Maintain a clean and clutter-free work area, minimising tripping hazards and other obstacles that may interfere with worker safety while edging. - Emergency stop button: Ensure the floor sander has an easily accessible emergency stop button, allowing operators to quickly halt the machine in case of any issues. - Personal Protective Equipment (PPE): Require workers to wear appropriate PPE, such as safety glasses, gloves, and hearing protection to miniimise the risk of injury from projectiles or noise exposure. - Warning signs and barriers: Implement clear signage and barriers around the work area to alert others of potential hazards and keep them at a safe distance from the edging operation. - Communication: Promote open communication between workers and supervisors, encouraging the reporting of any unsafe conditions or concerns related to equipment and the work environment. - Incident management: Develop a detailed incident response plan that outlines steps to be followed in case of an accident or emergency, ensuring quick and efficient actions are taken to mitigate further harm.		
5. Room Corners	Slips, falls, and improper posture	2M	- Proper footwear: Ensure that workers wear slip-resistant shoes with adequate grip to miniimise slips while working in room corners. - Use specialised equipment: Utilise specialised sanding tools designed for sanding corners, like edge sanders and corner sanding blocks, to increase the efficiency and accuracy of the task. - Good housekeeping: Regularly clean the work area and remove any debris or obstacles that could potentially lead to slips or falls. - Clear signage: Post appropriate warning signs to alert workers and bystanders about potential hazards in the specific work area. - Access restrictions: Limit access to the room's corners only to authorised personnel trained for the proper sanding techniques and safety measures. - Training and supervision: Provide workers with adequate training on floor sanding techniques, equipment usage, and relevant safety procedures. Ensure close supervision, especially for inexperienced workers. - Regular breaks and stretching: Encourage workers to take regular breaks and perform stretching exercises to reduce the risk of muscle strain and fatigue caused by maintaining an improper posture for an extended period. - Use of personal protective equipment (PPE): Equip workers with adequate PPE, such as safety gloves, knee pads, and dust masks to miniimise direct contact with sharp or abrasive surfaces and dust particles.	1L	

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			- Ergonomic design: Select sanding equipment with ergonomic designs that promote proper posture and reduce the strain on the body during use. - Emergency Action Plan: Establish and maintain a clear emergency action plan that outlines the steps to be taken in case of an injury or accident. Make sure all workers are familiar with this plan and know how to access first aid kits and other safety equipment when needed.		
6. Vacuuming	Tripping due to cords, Airborne contaminants	2M	- Proper Housekeeping: Keep the work area clean, free from debris, and well-organised to prevent tripping hazards due to cords. - Cord Management: Use cord organizers or cable covers to group loose cords together and keep them out of walkways, reducing the risk of tripping. - Regular Inspection: Frequently check the cords for damages or wear, replacing them if necessary to ensure their integrity and safety. - Vacuum Setup: Use a vacuum with a HEPA filter to effectively capture and contain airborne contaminants, minimising exposure to harmful particles. - Worker Training: Train workers on the proper use and operation of vacuums to reduce risks associated with airborne contaminants and tripping hazards. - Proper Ventilation: Ventilate the job site adequately, using fans or open windows when possible, to promote air circulation and miniimise airborne contaminants. - Protective Gear: Provide appropriate personal protective equipment (PPE) such as respirators or masks to employees for protection against airborne contaminants. - Safe Lifting Techniques: Train employees in correct lifting techniques that help prevent injuries when handling heavy objects like vacuums. - Signage: Post clear signs throughout the work area indicating potential hazards like tripping due to cords, and remind workers to be vigilant. - Clear Communication: Ensure workers regularly communicate about potential hazards, including reporting any clutter or obstructions that may cause tripping. - Task Rotation: Rotate tasks among employees to lessen the physical demands of vacuuming and reduce the risk of injury. - Anti-Fatigue Mats: Use anti-fatigue mats near the work area to provide support and comfort for workers during prolonged standing while vacuuming. - Regular Breaks: Encourage workers to take periodic breaks to stretch, move around, and focus on self-care, preventing chronic fatigue or strain-related injuries. - Emergency Procedures: Develop and implement emergency procedures and first aid responses in case of accidents related to tripping or exposure to airborne contaminants. Ensure all staff are familiar with these procedures and have easy access to first aid supplies.	1L	
7. Filling	Chemical exposure, Fire hazard	3H		2M	

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			- Proper ventilation: Ensure that the work area has adequate ventilation to prevent the buildup of fumes from the filler, which may cause respiratory issues and create a fire hazard. - Chemical handling training: Provide training to workers on the safe handling, storage, and use of filler materials to miniimise the risk of exposure. - Personal protective equipment (PPE): Ensure that workers wear appropriate PPE such as gloves, safety goggles, and masks to protect against chemical exposure. - Material Safety Data Sheets (MSDS): Keep MSDS readily available for all chemicals used in the filling process, and ensure workers are familiar with them. - Fire prevention measures: Implement proper fire prevention measures, such as keeping flammable materials away from heat sources and maintaining appropriate fire extinguishers in the work area. - Safe storage of chemicals: Store chemicals according to manufacturer recommendations and regulatory requirements, ensuring they are separated from incompatible substances and away from ignition sources. - Spill containment and clean-up procedures: Establish spill containment and clean-up procedures, including having appropriate materials readily available, to miniimise the risk of environmental and worker exposure. - Chemical waste disposal: Develop and implement a system for the appropriate disposal of chemical waste to reduce the risk of contamination and environmental harm. - Regular equipment maintenance: Regularly inspect and maintain floor sanding equipment, including dust collection systems, to prevent potential malfunctions and hazards. - No smoking policy: Enforce a strict no smoking policy in the work area to miniimise the risk of fire associated with flammable chemicals. - Emergency action plan: Develop an emergency action plan specifically tailored to the potential hazards associated with floor sanding and filling, including chemical exposure and fire hazards. - Regular safety inspections: Conduct regular safety inspections of work areas, equipment, and practices to identify and address any potential hazards before they become incidents. - Worker communication and feedback: Encourage open communication and feedback from workers regarding safety concerns and suggestions to continually improve the safety of the work environment.		
8. Buffering	Rough surface injury, Falling objects	2M	- Proper Training: Ensure all workers operating floor sanders and buffers have received adequate training in their safe operation, including handling techniques, machine maintenance, and proper use of personal protective equipment (PPE).	1L	

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			- PPE Usage: All workers must wear appropriate PPE, including safety boots with slip-resistant soles, cut-resistant gloves, and eye protection to miniimise the risk of injury from rough surfaces or falling objects. - Inspection and Maintenance: Regularly inspect floor sanders and buffers for any defects or damage, ensuring they are properly maintained to prevent any unexpected breakdowns during operation, which could lead to injury or accidents. - Work Area Preparation: Clear the work area of any unnecessary materials or tools to miniimise the risk of tripping hazards and falling objects during the buffering process. - Barricades and Warning Signs: Erect barricades and warning signs around the work area to alert people to potential hazards associated with floor buffering, limiting access to authorised personnel only. - Buddy System: Utilise a buddy system when operating a buffer, with one worker responsible for controlling the machine and another to monitor the work area for any issues, including potential falling objects, that may arise during the task. - Proper Lifting Techniques: Train workers on proper lifting techniques when handling heavy or awkward loads, such as the floor sander or buffer, to prevent injuries associated with improper lifting. - Control of Hazardous Substances: Implement dust suppression methods, such as wetting down surfaces before sanding, to reduce the amount of airborne dust, minimising the risk of respiratory and skin irritations. - Emergency Procedures: Develop specific emergency procedures for responding to incidents involving the operation of floor sanders and buffers, including the identification of first aid equipment locations, communication protocols, and responsibilities. - Regular Breaks: Schedule regular breaks for workers during the buffering process, allowing them time to rest and rehydrate, preventing fatigue-related accidents and injuries.		
9. Sealing	Inhalation of fumes, Slips on wet surfaces	3H	- Proper Ventilation: Ensure that the work area is well ventilated to allow fumes from the sealing process to dissipate quickly and prevent inhalation. - Personal Protective Equipment (PPE): Provide and ensure that workers wear appropriate PPE, such as respirators or masks designed to filter out harmful fumes, as well as safety goggles to protect the eyes. - Safety Data Sheets (SDS): Make SDS available for all sealing products being used in the workplace, and ensure that workers are aware of their contents and potential hazards. - Spill Clean-up: Keep spill clean-up materials on hand, and immediately address any spills that occur to miniimise the chances of slips on wet surfaces.	2M	

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			- Safe Storage: Store sealing products securely in clearly marked containers away from sources of ignition, and follow manufacturers' guidelines for storage and disposal of these chemicals. - Training: Provide proper training to workers on the handling, application, and disposal of sealing products, as well as the correct use and maintenance of PPE. - Warning Signs: Post hazard warning signs at the entrance to the work area to notify others of possible dangers and to remind workers to take appropriate precautions. - Slip-Resistant Footwear: Require workers to wear slip-resistant footwear when working on wet surfaces to reduce the risk of falls. - Drying Period: Allow sufficient time for the sealant to dry between coats, thereby reducing the possibility of slips and increasing the efficiency of the sealing process. - Barricades: Set up barriers to prevent unauthorised access to the work area, reducing the risk of accidental exposure to hazardous materials or slipping on wet surfaces. - Communication: Maintain clear communication among all workers throughout the sealing process, ensuring that everyone is aware of both the progress of the job and any potential hazards. - First Aid: Keep a well-stocked and easily accessible first aid kit on site in case of accidents or exposure to hazardous materials. - Regular Inspections: Conduct regular checks on the work area and equipment to ensure that proper safety measures are being adhered to, and address any issues immediately.		
10. Drying	Improper air circulation, Tripping hazards	2M	- Ensure that the work area is well-ventilated by opening windows and doors, or strategically placing fans to promote proper air circulation for a faster drying process. - Regularly check the progress of the drying process and make necessary adjustments to the air circulation system in order to maintain an efficient airflow. - Clearly mark and communicate wet areas using appropriate signage to alert workers and onsite personnel to potential slipping hazards. - Keep electrical cords and extension leads organised and secured to miniimise the risk of tripping over them, especially in the wet floor areas. - Set up temporary barricades or cordones around the wet floor areas to prevent unauthorised access and reduce accident risks. - Allocate specific walking paths and safe zones for workers and onsite personnel to avoid contact with the drying floors in order to miniimise slips, trips, and falls. - Inspect the working environment regularly for any obstructions, debris, or spills and promptly clear them away to maintain a hazard-free workspace.	1L	

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			- Train all involved workers on proper handling and storage of equipment used during the drying process, as well as being aware of the current state of the drying floors. - Establish clear communication channels between workers, site supervisors, and other required stakeholders throughout the drying process to ensure that everyone remains informed about the status of the work step. - Conduct routine maintenance checks on equipment and tools related to the floor sanding process to ensure they are in good working condition and not posing any additional hazards. - Provide workers with suitable personal protective equipment (PPE), such as non-slip footwear, and ensure that they are trained on how to use it appropriately to reduce the risk of accidents. - Review and update relevant risk assessments and standard operating procedures on a regular basis to continuously improve safety measures for the drying phase of the floor sanding process.		
11. Inspection	Ergonomic hazards, Inadequate lighting	2M	- Proper ergonomic training: Provide comprehensive ergonomic training to workers, including correct ways to lift, push, pull or carry heavy equipment and materials to avoid injury. - Adjustable equipment: Ensure that floor sanders and other machinery are height-adjustable to accommodate different users, promoting a comfortable posture while working. - Breaks for rest and recovery: Implement frequent breaks during the work process to miniimise strain on workers' muscles, allowing them to rest and recover properly. - Adequate lighting: Install bright and evenly distributed lighting in the work area to avoid shadowing and poor visibility, thus reducing the risk of accidents. - Maintenance of equipment and tools: Regularly inspect and maintain floor sanders and associated equipment, ensuring they are safe and functional at all times. - Workstation layout optimization: Design the workstation layout in a way that eliminates awkward postures, unnecessary movements, and encourages efficiency. - Job rotation: Encourage job rotation, enabling employees to alternate between different tasks and alleviate repetitive motions that could cause injury. - Personal Protective Equipment (PPE): Provide workers with appropriate PPE, such as gloves, safety glasses, and anti-fatigue mats, to protect against potential hazards. - Clear signage and instruction: Place clear warning signs and instructional posters in relevant areas to remind workers of the proper techniques and precautions related to floor sanding and their wellbeing. - Encourage workers to report issues: Foster an environment where employees feel comfortable reporting any ergonomically-related concerns promptly, allowing for adjustments to be made efficiently and effectively.	1L	

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12. Clean up	Sharp or protruding objects, Manual handling injuries	2M	- Prioritise housekeeping and ensure that the work area is kept clean and organised throughout the project, not just during the clean-up stage. - Use appropriate personal protective equipment (PPE), such as gloves, safety goggles, and steel-toed boots to prevent injuries from sharp or protruding objects. - Implement a regular inspection plan to identify and promptly address any hazards, such as debris or loose nails. - Provide appropriate waste disposal containers for collecting sharp objects and ensure they are properly labelled to avoid accidental injuries. - If possible, use automated equipment (e.g., floor sander vacuum attachments) to help reduce manual handling requirements and the risk of injury. - Train workers on proper lifting techniques and encourage them to seek assistance when lifting heavy loads or working in awkward positions. - Establish designated clear pathways within the worksite to miniimise the spread of debris and other hazardous materials. - Use signage and other visible communication devices to communicate potential hazards clearly to all employees within the worksite. - Ensure all machinery and tools are stored safely and securely when not in use, to miniimise the risk of injury. - Develop and implement an emergency response plan in case of accidents involving sharp objects or manual handling injuries. - Provide ergonomic equipment and tools to workers, such as sanders with vibration-reducing handles, to reduce strain over extended periods. - Encourage workers to take breaks regularly and rotate tasks to avoid repetitive stress injuries and maintain a healthy workspace environment.	1L	

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

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

LEGISLATIVE REFERENCES

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

Queensland & Australian Capital Territory
Work Health and Safety Act 2011
Work Health and Safety Regulations 2011
Legislation QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws
Codes of Practice QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice
Legislation ACT: https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations
Codes of Practice ACT: https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice

New South Wales
Work Health and Safety Act 2011
Work Health and Safety Regulations 2017
Legislation NSW: https://www.safework.nsw.gov.au/legal-obligations/legislation
Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/list-of-all-codes-of-practice

Northern Territory
Work Health and Safety (National Uniform Legislation) Act 2011
Work Health and Safety (National Uniform Legislation) Regulations 2011
Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws
Codes of Practice NT: https://worksafe.nt.gov.au/forms-and-resources/codes-of-practice

South Australia
Work Health and Safety Act 2012 (SA)
Work Health and Safety Regulations 2012 (SA)
Legislation for SA: https://www.safework.sa.gov.au/resources/legislation
Codes of Practice for SA: https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs

Tasmania
Work Health and Safety Act 2012
Work Health and Safety (Transitional and Consequential Provisions) Act 2012
Work Health and Safety Regulations 2012
Work Health and Safety (Transitional) Regulations 2012
Legislation for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations
Codes of Practice for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.

Victoria
Occupational Health and Safety Act 2004
Occupational Health and Safety Regulations 2017
Legislation VIC: https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations
Codes of Practice VIC: https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice

Western Australia
Work Health and Safety Act 2020
Work Health and Safety Regulations 2022
Legislation Western Australia: https://www.commerce.wa.gov.au/worksafe/legislation
Codes of Practice WA: https://www.commerce.wa.gov.au/worksafe/codes-practice

Safe Work Australia Links
Law and Regulation (All States): https://www.safeworkaustralia.gov.au/law-and-regulation
Model Codes of Practice: https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice

Model Codes of Practice

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work

SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

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

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

SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

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

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

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

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

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

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

SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

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

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

REVIEWED BY		**DATE REVIEWED**	
SIGNATURE		**DATE COMPLETED**	