

Floor Scrubber | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Floor Scrubber

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, trips and falls, improper use of PPE	2M	<ul style="list-style-type: none"> - Conduct a thorough site inspection prior to commencing work, identifying any potential hazards such as uneven surfaces, electrical cords or obstacles that may cause slips, trips and falls. - Implement good housekeeping practices by keeping the work area clean, tidy and free from debris, reducing the risk of slipping, tripping or falling within the area. - Clearly mark any identified hazards such as wet floors, spacing between objects or elevation changes with signs or barriers, ensuring all workers are aware of their presence. - Provide proper training on the use and maintenance of the floor scrubber, including manufacturer's instructions, to reduce the likelihood of accidents while operating the equipment. - Ensure all staff members wear appropriate personal protective equipment (PPE) such as non-slip footwear, gloves and safety goggles when handling the floor scrubber. - Hold regular tool-box meetings to review and reinforce knowledge of safe operating procedures for the floor scrubber, discussing any incidents, accidents or near-misses related to its use. - Establish emergency response procedures in case of accidents, slips or falls, and make sure all employees are familiarised with these procedures to effectively respond to any incident. - Regularly maintain and inspect the floor scrubber to ensure it is operating safely and efficiently, addressing any issues or concerns as they arise. - Encourage open communication between workers and management regarding potential hazards or safety concerns in the workplace, fostering an environment where all members feel comfortable speaking up when necessary. - Create a designated walking path free from hazards around the work area, so that workers can move about without fear of slipping, tripping or falling. - Assign a competent supervisor to monitor adherence to safety regulations and PPE usage during the preparation stage, ensuring all workers comply with safety standards and protocols at all times. 	1L	
2. Equipment setup	Electrical hazards, incorrect machine handling	3H	<ul style="list-style-type: none"> - Ensure that all power cords and electrical outlets are in compliance with Australian standards, regularly inspect for any signs of wear or damage. - Conduct a thorough pre-operation check of the floor scrubber machine to ascertain its safe functioning and to identify potential malfunctions. - Utilise appropriate Personal Protective Equipment (PPE) such as gloves, safety footwear, and high-visibility clothing when setting up and operating the floor scrubber. 	1L	

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			<ul style="list-style-type: none"> - Verify that the floor scrubber machine is disconnected from its power source before performing any adjustments, cleaning, or maintenance tasks. - Store electrical cords and connections in a dry, organised manner, using cable management systems or secure storage containers to prevent trip hazards and accidental damage. - Receive proper training and certification on the operation of the specific floor scrubber model being used, adhering to manufacturer guidelines and workplace health and safety regulations. - Consult the manufacturer's instruction manual for the correct handling and setup procedures for the specific floor scrubber machine being used. - Implement a strict policy for immediately reporting any electrical hazards, equipment malfunctions, and inconsistencies in the floor scrubber machine's operation. - Establish designated walkways around the work area, utilising barriers and signage, to minimise pedestrian interactions and collision risks with the floor scrubber. - Routinely inspect floor surfaces, removing foreign objects and ensuring the area is free of liquids or chemicals before operating the floor scrubber machine. - Always follow a systematic and methodical approach to setting up the equipment, including attaching components, adjusting settings, and connecting/disconnecting the power supply. - Encourage open communication among team members, promoting their understanding of these control measures and other relevant topics related to workplace health and safety. <p>By implementing these comprehensive and well-thought-out control measures, you can successfully safeguard workers against potential hazards associated with equipment setup and usage of a floor scrubber machine in the workplace.</p>		
3. Maneuvering machine	Struck by or against objects, ergonomic hazards	2M	<ul style="list-style-type: none"> - Ensure adequate training and competency of workers operating the floor scrubber, including knowledge on machine controls, functions, and safe manoeuvring techniques. - Establish clear communication protocols among workers to alert them about approaching machines or obstructions in the path. - Conduct regular inspections and maintenance checks on the floor scrubber to ensure it is functioning optimally and not posing any additional risks. - Implement a designated travel path for the floor scrubber, clearly marked and free from obstacles, to minimise the risk of collision with other objects or people. - Utilise safety features such as warning lights, alarms, and mirrors to enhance the visibility and awareness of the floor scrubber's position and movements. 	1L	

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			<ul style="list-style-type: none"> - Assess the workspace for potential ergonomic hazards, and make necessary modifications to the work environment or processes to reduce repetitive strain injuries and other physical discomforts. - Maintain a clean and well-organised work area, removing hazards such as loose cords and debris that may obstruct the safe movement of the floor scrubber. - Encourage workers to take regular breaks and stretch periodically to alleviate muscle tension and fatigue caused by prolonged periods of operating the floor scrubber. - Develop a system for reporting incidents, near misses, and hazards related to manoeuvring the floor scrubber, fostering a culture of continuous improvement in workplace safety. - Provide personal protective equipment (PPE) appropriate for the task, such as steel-toe boots, high-visibility vests, and gloves when operating the floor scrubber. - Consider operational speed limits and restrictions within certain areas of the workplace to prevent loss of control over the floor scrubber and reduce the likelihood of impact incidents. 		
4. Cleaning solution application	Chemical hazards, misuse of solution	2M	<ul style="list-style-type: none"> - Proper training: Ensure that all workers involved in the application of cleaning solution are provided with adequate training on the correct use, handling, and storage procedures. - Safety Data Sheets (SDS): Make sure that up-to-date SDS are available for all cleaning solutions used. Workers should be familiarised with the information on these sheets, including potential hazards and safety precautions. - Personal Protective Equipment (PPE): Provide appropriate PPE such as gloves, safety glasses, and chemical-resistant aprons to workers handling cleaning solutions. Make sure they understand when and how to use this equipment properly. - Ventilation: Ensure proper ventilation is in place during the application of cleaning solutions to minimise inhalation risks. - Correct dilution ratios: Follow manufacturer's guidelines for mixing and diluting the cleaning solution to avoid over-concentration or improper solutions, which may lead to increased hazards. - Appropriate containers: Store and transport cleaning solutions in appropriately labelled chemical-resistant containers to prevent spills and accidents. - Safe disposal: Dispose of any excess solution and cleaning products according to local waste disposal regulations and environmental guidelines. - Spill management plan: Establish a spill response plan for dealing with accidental spills and leaks involving cleaning solutions. This includes having appropriate spill containment and cleanup materials readily available. 	1L	

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			<ul style="list-style-type: none"> - Regular inspection of equipment: Conduct regular inspections and maintenance checks on the floor scrubber and associated equipment to ensure it remains in good working condition, preventing leaks or malfunctions. - No eating or drinking policy: Implement a 'no eating or drinking' policy while working with chemicals to minimise the risk of ingestion. - Clear communication: Clearly communicate with other team members regarding the presence of hazardous cleaning solutions onsite, alerting them to take necessary precautions. - Emergency preparedness: Ensure all workers have access to first aid facilities and are aware of emergency procedures in case of an accident or exposure incident involving cleaning solutions. 		
5. Scrubbing floors	Wet surfaces, excessive noise levels	2M	<ul style="list-style-type: none"> - Proper training and supervision: Ensure all workers operating the floor scrubber are adequately trained and supervised in its correct use, as well as proper cleaning techniques, to minimise hazards related to wet surfaces and excessive noise levels. - Slip-resistant footwear: Require workers to wear slip-resistant footwear while operating the floor scrubber to minimise the risk of slips and falls on wet surfaces. - Regular maintenance: Schedule regular maintenance and inspection of the floor scrubber to keep it in prime working condition, reducing potential issues with water leakage or excessive noise. - Use of signage: Display clear warning signs indicating 'wet floor' and 'high noise levels' in areas where floor scrubbing is taking place to alert other workers and building occupants to potential hazards. - Suitable PPE: Provide personal protective equipment (PPE) such as earplugs or earmuffs to mitigate noise exposure for workers operating the floor scrubber. - Appropriate cleaning chemicals: Select non-toxic cleaning chemicals with low environmental impact that are suitable for the specific floor type being cleaned. This helps to prevent reactions leading to slippery surfaces. - Well-maintained floor surfaces: Keep floors free from debris, buildup, and damage that could exacerbate slipping hazards during floor scrubbing. - Implement work rotation schedules: Reduce the amount of time a single worker spends operating the floor scrubber in an effort to lessen noise exposure and ensure appropriate rest breaks. - Designated work zones: Establish designated work zones for floor scrubbing, keeping pedestrians and other workers at a safe distance from the hazard area. - Noise-reducing modifications: Modify the floor scrubber, if possible, to incorporate noise-reducing features such as rubberised wheels or quiet motors. - Safe storage: Store the floor scrubber in a dedicated and secure location when not in use, to avoid contact with water sources and accidental activation causing potential hazards. 	1L	

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			<ul style="list-style-type: none"> - Regular hazard assessments: Carry out periodic risk assessments of floor scrubbing tasks to identify potential hazards that require mitigation to maintain a safe working environment for all workers. 		
6. Vacuuming excess water	Electrical hazards, slips and trips	3H	<ul style="list-style-type: none"> - Ensure proper inspection and maintenance of electrical equipment, including cords, plugs, and sockets, to identify any faults or damages. - Utilise residual current devices (RCDs) for floor scrubbers and vacuum cleaners to prevent electric shocks and minimise electrical hazards. - Keep electrical cords off the ground, secure them safely with cable covers or cord protectors to avoid potential tripping hazards. - Promote good housekeeping practices - clean up spills promptly and keep the work area free from clutter and obstructions to reduce the risk of slips and trips. - Use appropriate footwear with slip-resistant soles to minimise the risk of slipping on wet surfaces. - Display caution signs to alert others of slippery floors during and after the cleaning process, ensuring that they are aware of potential hazards in the area. - Train workers on safety measures such as maintaining a safe distance from electrical sources while vacuuming excess water, handling equipment properly, and identifying potential hazards. - Schedule regular breaks for workers to avoid fatigue and maintain concentration, thereby reducing the likelihood of accidents due to exhaustion or carelessness. - Encourage open communication between workers for reporting hazardous conditions and incidents, enabling prompt actions to rectify any potential issues. - Implement a Safe Work Method Statement (SWMS) specific to the task, addressing all known hazards associated with vacuuming excess water and the use of floor scrubbing equipment. - Allocate adequate time for tasks to be completed without rushing, minimising the risk of accidents due to haste or time pressure. - Ensure workers are provided with protective equipment such as gloves and goggles, if necessary. This will help to minimise potential injuries during the vacuuming process. 	1L	
7. Rinsing the floor	Incorrect use of cleaning solution, slipping hazards	2M	<ul style="list-style-type: none"> - Properly dilute the cleaning solution as per the manufacturer's instructions to ensure the correct concentration is used. - Use appropriate protective equipment, such as gloves and safety glasses, when handling cleaning solutions to prevent exposure to harmful chemicals. - Ensure that all workers receive adequate training on how to operate the floor scrubber and follow the SWMS for rinsing the floor. 	1L	

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			<ul style="list-style-type: none"> - Use caution signs or barrier tapes to inform others of potential slipping hazards in the area while the floor is being rinsed. - Promptly clean up any spills or pools of water left behind during the rinsing process to minimise slipping hazards. - Inspect the floor for any residual detergents or cleaners before proceeding to the next step in the cleaning process. - Ensure that the floor scrubber's water tanks are filled with fresh water and emptied regularly throughout the rinsing process to prevent cross-contamination. - Provide a risk assessment for all tasks, activities and substances used during the rinsing process, and communicate this information to all involved workers. - Use the appropriate personal protective equipment (PPE) while performing the task, including non-slip footwear to minimise the risk of slips and falls. - Monitor the work area for any changes in conditions that may affect worker safety, updating control measures or work processes as needed. - Regularly inspect and maintain the floor scrubber and other equipment to ensure they are functioning properly and safely, promptly addressing any maintenance issues that arise. 		
8. Drying floors	Exposure to wet surfaces, heat from dryers	2M	<ul style="list-style-type: none"> - Proper signage: Ensure that appropriate warning signs indicating wet floors are posted in all relevant areas to alert pedestrians and workers of potential slips and trips hazards. - Adequate ventilation: Maintain good airflow in the area where floors are being dried to promote faster drying times and minimize heat from dryers. - Inspect walking surfaces: Regularly assess walking surfaces in drying areas for proper traction and slip resistance, especially when switching between different floor types. - Use of personal protective equipment (PPE): Require workers to wear non-slip safety footwear and gloves to prevent injuries due to slips on wet surfaces or burns from hot dryers. - Anti-slip flooring: Installing anti-slip flooring materials in workspaces prone to moisture can reduce risks associated with wet surfaces. - Correct handling techniques: Educate staff on proper manual handling techniques and posture to minimize strain and reduce risk while navigating wet spaces. - Dry floors in sections: Segment the space into smaller sections and gradually transition from wet to dry areas, ensuring workers have a safe path to traverse. - Utilise barricades: Physically separate wet and dry areas using temporary barriers or partitions to prevent unauthorized access to drying floors. - Schedule periodic breaks: Allow workers to take regular breaks when operating dryers for extended periods to avoid overexposure to heat and physical strain. 	1L	

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			<ul style="list-style-type: none"> - Align extension cords away from walkways: Keep electrical cables used by dryers away from pathways to prevent tripping hazards and promote tidiness. - Dryer maintenance: Frequently inspect and maintain the condition of dryers to ensure they are functioning as efficiently and safely as possible. - Provide training: Offer comprehensive workplace health and safety training sessions for employees regarding floor cleaning, scrubbing, and drying procedures. - Emergency response plan: Develop and communicate an effective emergency response plan to manage any incidents resulting from wet surfaces or dryer malfunctions. - Continuous monitoring: Regularly evaluate and update the Safe Work Method Statement (SWMS) to ensure all control measures remain effective and relevant. 		
9. Waste disposal	Manual handling injuries, exposure to hazardous substances	3H	<ul style="list-style-type: none"> - Utilise proper manual handling techniques, such as bending the knees and keeping the back straight while lifting or moving waste materials. - Provide training for all staff members in correct manual handling procedures to minimise the risk of injuries. - Limit the weight of waste materials being handled by using smaller bags or containers for easier transportation. - Provide appropriate personal protective equipment (PPE) such as gloves, safety glasses, and masks to prevent exposure to hazardous substances during waste disposal. - Implement a regular schedule for waste disposal, ensuring that bins and containers do not become overfilled, thus reducing the need for excessive manual handling. - Ensure all employees are informed about potential risks associated with specific hazardous substances they may encounter during waste disposal. - Utilise mechanical aids such as trolleys and wheelie bins for transporting waste materials when applicable. - Store hazardous substances in secure, well-labelled containers designed specifically for the safe disposal of these types of waste materials. - Develop an emergency plan should any hazardous waste spills or accidents occur during disposal process. - Maintain good housekeeping practices within the workplace, ensuring that walkways and access points remain clear and unobstructed for safe waste disposal. - Conduct regular inspections and maintenance of waste disposal equipment like floor scrubbers to ensure their proper functioning and effectiveness. - Keep a Material Safety Data Sheet (MSDS) on hand for any hazardous substances being used or disposed of within the workplace, and provide staff with easy access to this information. 	1L	

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10. Replenishing supplies	Manual handling injuries, slips, trips, and falls	3H	<ul style="list-style-type: none"> - Conduct manual handling training for all employees on appropriate lifting and carrying techniques, ensuring they understand the importance of bending their knees, not their backs. - Ensure the floor scrubber is well-maintained, including frequent inspections for loose or damaged parts, to minimise the likelihood of issues arising during supply replenishment. - Utilise signage or barriers to highlight areas where work is taking place, warning others of potential hazards. - Implement a strict housekeeping protocol which includes clearing and cleaning work areas regularly, minimising the risk of slip, trip and fall incidents. - Provide personal protective equipment (PPE), such as non-slip footwear with appropriate tread, to reduce the likelihood of slips and falls while handling supplies. - Encourage workers to use mechanical aids, like trolleys or lifts, wherever possible to assist with manual handling tasks and reduce the strain on their bodies. - Implement a buddy system where workers team up to lift particularly heavy or awkward items, sharing the load and reducing the chance of injury. - Store bulk supplies in a designated area with clear signage, maintaining an organised and clutter-free workspace. - Allow adequate break periods to ensure employees remain alert and focused, reducing the chance of accidents occurring due to fatigue. - Ensure that employees report any injuries or near misses immediately so that appropriate action can be taken to prevent further incidents and adjust control measures if required. - Maintain open communication channels between management and employees, encouraging feedback on existing safety procedures and potential areas for improvement. 	1L	
11. Sanitising equipment	Chemical hazards, cross-contamination	2M	<ul style="list-style-type: none"> - Proper storage: Store cleaning chemicals and sanitising agents in well-ventilated, designated areas, away from incompatible substances to prevent mixing or exposure to hazardous fumes. - Appropriate dilution: Follow the manufacturer's guidelines for diluting concentrated cleaning solutions to avoid using overly concentrated mixtures that can cause chemical burns or irritation. - Personal Protective Equipment (PPE): Ensure workers wear suitable PPE, such as gloves, goggles, and face masks, when handling chemicals to protect against skin contact and inhalation of fumes. - Adequate training: Provide comprehensive training to workers on how to handle and store cleaning chemicals and sanitising agents safely and effectively. 	1L	

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			<ul style="list-style-type: none"> - Chemical spill response plan: Establish a clear procedure for dealing with chemical spills, including having spill containment equipment at hand and knowing the appropriate actions to take for different types of chemicals. - Safe disposal: Dispose of used chemicals and cleaning materials correctly in designated areas, following local waste disposal regulations to minimise pollution and potential hazards. - Sanitisation schedule: Implement a routine sanitisation schedule for the floor scrubber and its components to ensure regular effective cleaning and reduce the risks of cross-contamination. - Colour coding system: Use a colour-coded system for cleaning equipment like mop heads, cloths, and sponges to designate their specific use and avoid cross-contamination between tasks. - Visual inspection: Regularly inspect the floor scrubber and its components for any signs of damage or wear that could impact its effectiveness or generate hazards. - Routine maintenance: Conduct routine maintenance and checks on the floor scrubber to ensure optimal performance and avoid mechanical issues or chemical leaks. - Ventilation: Maintain adequate ventilation in the workspace when applying sanitising chemicals to allow for proper air exchange, helping to dissipate potentially harmful fumes. - Correct application: Follow the manufacturer's instructions for applying cleaning chemicals and sanitising agents to the floor scrubber to achieve the desired results without causing damage or hazards. - Review and monitoring: Regularly review and assess the efficacy of current sanitisation practices and control measures in place, making adjustments as required to ensure a consistently safe work environment. 		
12. Storing equipment	Improper storage, potential damage to equipment	2M	<ul style="list-style-type: none"> - Ensure the floor scrubber is stored in a designated area with proper signage indicating the storage location for the equipment. - Prior to storing, inspect the equipment thoroughly for any signs of damage or wear and tear that may need maintenance or repairs. - Clean and dry the equipment after each use to prevent potential hazards, such as slips and falls due to wet surfaces, and corrosion from occurring. - Turn off the power source and disconnect the equipment from electrical outlets before storing to avoid unintended operation and potential accidents. - Wrap and store cords neatly to prevent trip hazards and cord damage while the equipment is not in use. - Use appropriate protective coverings, such as dust covers or durable bags, to shield the floor scrubber from environmental elements, dirt, and debris while in storage. 	1L	

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			<ul style="list-style-type: none"> - Stack or store accessories, such as brushes and attachments, securely and neatly alongside the main equipment to ensure they do not become lost or cause potential hazards. - Ensure easy access to the floor scrubber in the storage location by maintaining clear paths and removing any obstacles that could result in trip hazards or delays during an emergency. - Conduct periodic checks on the stored equipment to verify its condition and readiness for use, addressing any necessary servicing or repair needs promptly. - Provide training and guidelines to staff responsible for operating and storing the equipment to promote awareness of potential hazards and strategies for mitigating risks associated with improper storage. 		
13. Maintaining equipment	Inadequate maintenance, faulty components	2M	<ul style="list-style-type: none"> - Conduct regular inspections and servicing of the floor scrubber in accordance with the manufacturer's guidelines. - Develop a preventative maintenance plan to replace worn or damaged components, ensuring the machine operates effectively and safely. - Ensure all necessary tools and replacement parts are available on-site, particularly for critical components such as scrubbing brushes, squeegees, and batteries. - Keep up-to-date maintenance records, including routine service schedules, breakdown maintenance, and any noted deficiencies. - Train workers on proper usage and adjustments of the floor scrubber, including how to recognise signs of damage or wear that may require prompt attention. - Encourage staff to report any issues or malfunctions immediately to a supervisor or designated maintenance personnel. - Utilise only genuine replacement parts approved by the floor scrubber manufacturer to ensure compatibility and performance. - Regularly inspect electrical components and connections for signs of wear or damage, repairing or replacing them as necessary. - Routinely clean and empty the water tanks, filters, and debris collection bins to maintain optimal performance and reduce wear on components. - Display clear decal instructions on the floor scrubber for quick reference during operation and maintenance tasks. - Secure components, such as belts and hoses, to prevent inadvertent contact during operation, and routinely check their condition for signs of wear or damage. - Observe proper storage practices when not in use, such as unplugging power sources, protecting the scrubber from debris or moisture, and keeping it in a designated area. - Conduct pre- and post-operation checks of the floor scrubber, paying close attention to component integrity, leakage, and function. 	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"> - Ensure any modifications to the floor scrubber do not compromise its safety or contravene Australian Standards or WHS regulations, seeking guidance from the manufacturer if necessary. 		
14. Disassembling equipment	Manual handling injuries, exposure to hazardous substances	3H	<ul style="list-style-type: none"> - Implement proper manual handling techniques to minimise the risk of injuries associated with lifting and disassembling the floor scrubber equipment. - Conduct training sessions and toolbox talks for workers to ensure they are aware of appropriate safety measures during disassembly and cleaning procedures. - Store hazardous substances in clearly labelled containers, accompanied by Safety Data Sheets (SDS) and only handle them as per instructions. - Provide personal protective equipment (PPE) such as gloves, goggles, masks, and coveralls to safeguard against exposure to hazardous substances during disassembly and cleaning. - Implement a buddy system for disassembling heavier components to reduce strain on individual workers. - Utilise mechanical aids like trolleys or jacks wherever feasible to transport heavy parts and prevent overexertion during the disassembly process. - Regularly maintain and inspect the floor scrubber equipment to ensure that it's functioning safely and optimally before being disassembled. - Implement safe storage practices for dismantled parts, keeping them organised and secure to reduce incidents like trips and falls. - Maintain good housekeeping practices by promptly disposing of any waste materials and cleaning work areas after disassembling the floor scrubber. - Assign designated disposal areas for cleaning rags, towels and wipes used with hazardous substances to prevent cross-contamination. - Ensure adequate ventilation during disassembly processes, particularly when handling hazardous substances that may potentially release fumes. - Follow a step-by-step disassembly guide or create one if it doesn't exist, ensuring that all steps are clear and easy to comprehend for all team members. - Enforce an incident reporting culture within the workplace to capture any accidents, near misses or hazardous situations that may occur during equipment disassembly. - Review and continuously improve the Safe Work Method Statement (SWMS) and relevant safety systems to ensure all controls remain effective and adjusted accordingly with any changes in tasks or workplace conditions. 	1L	
15. Reporting safety incidents	Delayed action on hazards, inaccurate reporting	2M	<ul style="list-style-type: none"> - Conduct thorough safety induction sessions for all employees and personnel involved in the floor scrubbing process, ensuring they understand the importance of accurate and timely reporting of safety incidents. 	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 clear, concise and easily accessible reporting procedure for all workers in the event of any safety incidents, hazards or near misses. - Regularly review and update the documentation pertaining to reporting procedures, making sure it aligns with current Australian Workplace Health and Safety regulations. - Provide ongoing training for employees on hazard identification, risk assessment and incident reporting, reinforcing their responsibility to maintain a safe working environment. - Appoint designated safety officers within the workplace, responsible for monitoring the correct implementation of safety procedures and ensuring suitable channels of communication are maintained for safety concerns and reports. - Establish a set timeframe for acknowledging and acting upon reported safety incidents, allowing for immediate identification of potential hazards and swift corrective action. - Integrate a system for anonymously reporting safety incidents and concerns, promoting an open and honest culture of communication throughout the workforce. - Regularly audit internal reporting processes to ensure they remain effective, efficient and compliant with Australian Workplace Health and Safety standards. - Hold regular safety meetings with all employees, discussing any recent incidents, lessons learned and sharing best practices in the context of floor scrubbing activities. - Encourage open feedback and dialogue between management and employees, fostering a team-centric approach to improving safety protocols and incident reporting culture. - Ensure that all reported incidents are comprehensively investigated and analysed, with findings documented and shared across the organisation where necessary, to prevent similar occurrences in the future. - Consistently monitor and assess the effectiveness of implemented control measures, revising and updating them as needed to reflect evolving risks, industry advancements or regulatory changes within the Australian Workplace Health and Safety landscape. 		

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"/>					
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