

## Freezer Work | SAFE WORK METHOD STATEMENT (SWMS)

### TASK OR ACTIVITY: Freezer Work

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

### ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT

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

### ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY

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

RISK MATRIX											
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HEIRARCHY OF CONTROLS			
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE						
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED				
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.				
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.				
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.				
<p><b>Notes on Hierarchy of Controls:</b> Elimination methods are the most effective and preferred when controlling a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the third most effective, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment) is the least effective method.</p>											
PERSONAL PROTECTIVE EQUIPMENT (PPE)											
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING PROTECTION	EYE PROTECTION	RESPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable).											
<p><b>Note:</b> A SWMS must be reviewed regularly to make sure it remains effective. A SWMS must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.</p> <p>When a SWMS has been revised, the person conducting a business or undertaking must ensure all:</p> <ol style="list-style-type: none"> <li>persons involved in the work are advised that a revision has been made and how they can access the revised SWMS;</li> <li>persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS; and,</li> <li>workers that will be involved in the work are provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.</li> </ol>											

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Manual handling, Slips/trips/falls	2M	<ul style="list-style-type: none"> <li>- Provide appropriate manual handling training to workers, including lifting techniques and using available equipment, to minimise the risks of injury when moving materials or equipment.</li> <li>- Implement a clean and organised work area both inside and outside the freezer to reduce potential trip hazards, such as removing clutter and cleaning up spills promptly.</li> <li>- Require workers to wear non-slip footwear specifically designed for cold storage or freezer work environments, providing proper traction on slippery surfaces.</li> <li>- Install anti-fatigue mats or slip-resistant flooring in areas where standing, walking or handling of materials is expected, to reduce the risk of slips, trips, and falls.</li> <li>- Use mechanical aids for heavy lifting, such as hand trucks, pallet jacks, or platform lifts, thus minimising manual handling efforts and reducing worker fatigue.</li> <li>- Regularly inspect and maintain equipment, ensuring that any defects are reported promptly to prevent malfunctions or accidents caused by faulty equipment.</li> <li>- Encourage team lifting and other cooperation between workers, especially when dealing with large, heavy or awkwardly-shaped items, to distribute the workload evenly and avoid overexertion.</li> <li>- Employ good housekeeping practices, such as properly storing tools and keeping walkways clear of obstacles, to avoid creating hazardous situations.</li> <li>- Conduct regular safety briefings and toolbox talks to remind workers of the importance of maintaining a safe working environment and following safety guidelines related to freezer work.</li> <li>- Continuously monitor weather conditions within the freezer workspace, and provide suitable breaks for staff to recuperate and avoid prolonged exposure to extreme cold temperatures.</li> </ul>	1L	
2. Pre-cooling Procedure	Cold stress, Dehydration	3H	<ul style="list-style-type: none"> <li>- Proper PPE: Ensure that all workers are provided with appropriate Personal Protective Equipment (PPE) such as insulated gloves, thermal clothing, waterproof footwear, and headgear to protect against cold stress and frostbite.</li> <li>- Training and Education: Conduct regular training sessions on the risks of cold stress, how to recognise its symptoms, and the methods to avoid it. Also educate workers on maintaining optimal hydration levels while working in low temperatures.</li> <li>- Work Warm-Up Areas: Establish designated warm-up areas within the workplace for workers to take short breaks and recover from the cold environment.</li> <li>- Work Rotation: Implement a work rotation schedule to limit exposure to extreme cold and reduce the risk of dehydration and cold stress. Alternate higher-energy tasks with lighter ones to provide adequate rest and recovery times.</li> <li>- Hydration Stations: Provide easy access to drinking water at multiple locations within the workplace to encourage workers to stay hydrated throughout their shifts.</li> </ul>	2M	

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			<ul style="list-style-type: none"> <li>- Regular Monitoring: Supervisors should actively monitor workers for signs of cold stress and dehydration and ensure they are taking adequate breaks and hydrating themselves regularly.</li> <li>- Temperature Controls: Install thermostat-controlled heating systems to maintain a safe and comfortable temperature at the site, wherever possible.</li> <li>- Emergency Procedures: Develop an emergency response plan to address incidents related to cold stress and dehydration. Ensure that all workers are familiar with the plan and understand their roles and responsibilities in the event of an emergency.</li> <li>- Wind Barriers and Shelters: When working outdoors, set up wind barriers or temporary shelters to provide protection against harsh weather conditions.</li> <li>- Insulation of Surfaces: Insulate surfaces such as floors, walls, and doors, where applicable, to minimise heat loss from the workspace and keep the area warmer.</li> <li>- Pre-task Warm-up Exercises: Encourage workers to perform simple physical warm-up exercises before commencing their shift to increase blood circulation and regulate their body temperatures.</li> <li>- Weather Monitoring: Regularly monitor weather forecasts and adjust work schedules as needed to avoid extremely cold temperatures or hazardous conditions. Inform workers about potential weather-related hazards in advance, so that they are prepared for the situation ahead.</li> </ul>		
3. Entering Freezer	Slips/trips/falls, Frostbite	3H	<ul style="list-style-type: none"> <li>- Ensure workers receive proper training on safely entering and exiting the freezer, as well as recognizing and avoiding potential hazards.</li> <li>- Provide employees with appropriate personal protective equipment (PPE), such as insulated gloves, anti-slip footwear, and warm clothing to protect against frostbite and slipping incidents.</li> <li>- Regularly check and maintain the entrance and exit areas to the freezer for any potential slip or trip hazards, such as pooled water, ice build-up, or obstructing objects.</li> <li>- Install proper signage reminding workers of freezing temperatures and the possible risk of slips, trips, and falls within the freezer area.</li> <li>- Implement a buddy system requiring workers to enter and exit the freezer with a partner, allowing for constant communication and support in case of emergencies or incidents.</li> <li>- Establish a clear protocol for addressing incidents, such as slips, trips, or falls, and ensure that all employees are aware of the procedure and know whom to notify in case of an emergency.</li> <li>- Schedule regular breaks for workers during their shifts in the freezer, limiting exposure time and reducing the risk of frostbite and cold-related injuries.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Inspect the condition of PPE provided to the workers regularly to ensure it remains effective in protecting workers from frostbites and slips/trips/falls.</li> <li>- Utilise slip-resistant floor mats or non-skid surfaces on the flooring around the entrance and inside the freezer to minimise slipping risk.</li> <li>- Set up proper lighting around the entrance and inside the freezer area to enhance visibility, thus helping workers navigate safely while preventing any potential accidents or hazardous situations.</li> <li>- Plan and schedule periodic health and safety meetings to review safe work practices, identify potential risks, and address any concerns workers may have about freezer work.</li> <li>- Maintain temperature monitoring devices in place within the freezer to ensure a safe working environment and alert management if the temperature goes beyond acceptable limits, increasing the chances of encountering these hazards.</li> </ul>		
4. Inspecting Equipment	Electrical hazards, Noise exposure	2M	<ul style="list-style-type: none"> <li>- Conduct regular inspection and maintenance of electrical equipment by a qualified electrician to ensure it is in proper working condition.</li> <li>- Use only approved insulated tools and equipment for working with electricity, and always follow the manufacturer's guidelines and recommendations.</li> <li>- Label all electrical equipment with appropriate signage to indicate potential hazards and warn workers about the dangers.</li> <li>- Keep electrical equipment dry and away from any sources of moisture to minimise electrical hazards.</li> <li>- Ensure all workers are trained and knowledgeable about the proper use of electrical equipment, as well as potential risks and hazards associated with their work.</li> <li>- Provide workers with personal protective equipment (PPE), such as insulated gloves, safety glasses, and hearing protection devices when necessary.</li> <li>- Implement hazard communication systems to raise awareness among employees regarding the risks and hazards they may encounter during freezer work, including the noise exposure.</li> <li>- Consider installing noise dampening materials or acoustic paneling in areas where heavy machinery operates to decrease overall noise levels.</li> <li>- Encourage regular breaks for workers exposed to high levels of noise, allowing them time to recover and reducing their risk of developing hearing issues.</li> <li>- Monitor noise levels and conduct regular health surveillance for workers exposed consistently to excessive noise levels so that appropriate measures could be taken for their protection.</li> <li>- Enforce "shutdown" procedures to manage electrical hazards during maintenance or repair work, ensuring that power is disconnected before commencing operations.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Establish designated pedestrian walkways and working zones around electrical equipment to prevent accidents involving unauthorised personnel.</li> <li>- Maintain detailed records of inspections, maintenance, and repairs performed on electrical equipment to help identify trends and address potential hazards effectively.</li> <li>- Regularly review Workplace Health and Safety policies and procedures for freezer work to ensure they remain current and effective in addressing potential risks and hazards.</li> </ul>		
5. Stock Handling	Falling items, Manual handling	3H	<ul style="list-style-type: none"> <li>- Provide comprehensive training for all workers involved in stock handling to ensure they understand the safety measures, proper lifting techniques, and are aware of potential hazards.</li> <li>- Implement safety signage and instructions throughout the work area to remind and guide workers on following safe practices during stock handling.</li> <li>- Utilise equipment such as pallet jacks, trolleys, or forklifts where possible to minimise manual handling and reduce the risk of injury from lifting heavy items.</li> <li>- Arrange regular inspections and maintenance for all equipment used in stock handling to ensure they are in good working condition and safe for use.</li> <li>- Store heavier items at the bottom of shelves or stacks to minimise the risk of falling items causing injury or damage.</li> <li>- Encourage workers to practice "team lift" techniques when handling heavy, bulky, or awkward items by having two or more individuals share the load.</li> <li>- Develop a system for storing items organised in a way that minimizes the need for excessive bending, twisting, or reaching – potentially leading to strain or injury.</li> <li>- Ensure adequate lighting within the work environment, making it easier to see stored items and reducing the likelihood of accidents caused by poor visibility.</li> <li>- Establish clear pathways for moving stock, free of obstacles and trip hazards, ensuring that workers can safely navigate the workspace while carrying items.</li> <li>- Require workers to wear appropriate personal protective equipment (PPE), including slip-resistant footwear, gloves, and high visibility clothing, to provide additional protection against hazards.</li> <li>- Set up an emergency response plan detailing procedures for reporting accidents, injuries, or incidents, as well as designated first aid personnel and available first aid kits.</li> <li>- Schedule periodic safety meetings to discuss any concerns or issues related to stock handling, providing workers with an open forum to discuss their experiences and suggest improvements to the established safety measures.</li> </ul>	2M	
6. Rotation of stock	Crush injuries, Struck by equipment	2M	<ul style="list-style-type: none"> <li>- Proper training: Ensure all employees involved in stock rotation have undergone adequate training on safe ways to handle materials and equipment.</li> </ul>	1L	



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			<ul style="list-style-type: none"> <li>- Use of appropriate PPE: Require workers to wear safety shoes, gloves, and other relevant personal protective equipment (PPE) throughout the duration of their shifts.</li> <li>- Designate storage areas: Clearly demarcate specific designated zones for stock placement to avoid tripping or falling hazards.</li> <li>- Stock restraining devices: Implement the use of stock restraining devices such as safety straps, pallet guards, or racking nets to prevent goods from falling and causing crush injuries.</li> <li>- Clear signage: Post visible signs that alert workers to potential hazards in the area, such as the risk of crush injuries or being struck by equipment.</li> <li>- Regular inspection of equipment: Conduct regular maintenance checks on any machinery used in the rotation process, such as forklifts and pallet jacks, to ensure safe operation.</li> <li>- Safe lifting techniques: Educate staff about proper manual handling procedures, including team lifts and using mechanical lifting aids when necessary.</li> <li>- Ergonomics: Provide ergonomically designed tools and workstations, enabling workers to complete tasks without straining or injuring themselves.</li> <li>- Stick to weight limits: Adhere to maximum weight limits for stacking and loading activities.</li> <li>- Implement traffic management plans: Designate separate pedestrian and vehicle pathways to minimise the likelihood of collisions between people and equipment.</li> <li>- Establish clear communication protocols: Utilise effective communication methods, such as radios, hand signals, or trained spotters, for better coordination among workers particularly when moving equipment.</li> <li>- Keep work area clean and organised: Clean up spills and clutter immediately to minimise slips, trips, and falls within the freezer work area.</li> <li>- Schedule regular breaks: Encourage workers to take scheduled rest breaks, particularly when working in cold environments, to maintain peak physical and mental performance.</li> <li>- Incident reporting system: Implement a clear and accessible incident reporting process, allowing workers to report hazards, near misses or accidents promptly, contributing to continuous improvement of safety measures in the workplace.</li> </ul>		
7. Housekeeping	Chemical exposures, Poor lighting	3H	<ul style="list-style-type: none"> <li>- Store all chemicals and cleaning agents in clearly labelled containers and in designated storage areas, away from common workspaces.</li> <li>- Develop and maintain a detailed Material Safety Data Sheet (MSDS) for each chemical used on-site and make it readily accessible to all workers.</li> <li>- Provide appropriate personal protective equipment (PPE) for employees handling chemicals, such as gloves, goggles, and aprons.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Conduct regular training sessions on the safe handling and storage of chemicals, as well as how to respond to chemical spills or exposures.</li> <li>- Ensure proper ventilation in the work environment to minimize the risk of chemical fumes or vapors causing health issues.</li> <li>- Establish and enforce strict no-smoking policies in areas where chemicals are stored, handled or used.</li> <li>- Install sufficient lighting in working areas, pathways, and storage spaces to prevent accidents and ensure workers can safely navigate their surroundings.</li> <li>- Perform routine housekeeping tasks such as decluttering workspaces and ensuring that all tools, equipment, and non-essential items are put away when not in use.</li> <li>- Routinely inspect all work areas for any hazards, including damaged equipment or unsafe storage practices that could lead to chemical exposure or other accidents.</li> <li>- Create a schedule for the regular maintenance of lighting fixtures, replacing burnt-out bulbs promptly and ensuring that any malfunctioning lights are repaired in a timely manner.</li> <li>- Encourage workers to report any potential hazards or concerns they may discover, promoting a culture of open communication and cooperation when it comes to workplace safety.</li> <li>- Set up designated walkways and clearly mark them with signs or floor tape to guide workers around potential hazards like chemical containers or dark spaces.</li> <li>- Regularly assess and reevaluate current housekeeping policies and procedures, looking for areas of improvement and adjusting as necessary to maintain a safe work environment.</li> <li>- Develop an emergency response plan to address the possibility of chemical-related incidents, providing clear instructions for all employees on what to do in case of spills, exposures, or other accidents.</li> </ul>		
8. Palletizing goods	Manual handling, Improper stacking	2M	<ul style="list-style-type: none"> <li>- Ensure proper training for employees on manual handling techniques, including lifting and carrying items correctly to minimize strain and potential injuries.</li> <li>- Implement a regular assessment of employee's physical capabilities to ensure they can handle the required workload without risking their health or safety.</li> <li>- Encourage employees to use mechanical aids, such as pallet jacks or forklifts, whenever possible to reduce manual handling risks.</li> <li>- Establish and enforce safe lifting limits for different types of goods, adhering to recommended weight restrictions.</li> <li>- Limit the amount of time employees spend performing repetitive tasks, such as stacking and unstacking pallets or moving heavy loads, by rotating job duties or providing regular breaks.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Monitor the temperature inside the freezer, ensuring conditions remain within safe working parameters to prevent cold stress and other health hazards.</li> <li>- Provide personal protective equipment (PPE), including gloves, insulated footwear, and appropriate clothing, to protect against cold environment hazards.</li> <li>- Develop and enforce standardised procedures for stacking goods, such as using pallets, chocks, or corner boards to secure and stabilise loads, and avoiding creating high stacks that could topple over and cause injury.</li> <li>- Clearly mark designated walkways and aisles throughout the freezer area to minimise the risk of collisions between workers and equipment and ensure adequate space is maintained for all movement.</li> <li>- Facilitate open communication between employees and supervisors to identify and address any potential hazards or concerns related to manual handling or improper stacking.</li> <li>- Conduct regular inspections of stored goods and pallets to identify and promptly address any unsafe stacking conditions, such as leaning or unstable loads.</li> <li>- Evaluate the use of specialised tools or equipment designed for freezing environments, particularly those that may decrease manual handling risks.</li> <li>- Maintain an organised and clean workplace, promptly addressing any spills, obstacles or clutter that could create additional risks during the palletizing process.</li> <li>- Establish emergency response procedures specifically tailored to freezer work, including how to address potential injuries caused by manual handling or accidents related to improper stacking. Ensure all employees are aware of these protocols and know their responsibilities in case of an emergency.</li> </ul>		
9. Trolley usage	Rapid acceleration/deceleration, Collisions	2M	<ul style="list-style-type: none"> <li>- Provide proper training to all workers on the safe usage and handling of trolleys, including guidelines for pushing, pulling, and maneuvering.</li> <li>- Conduct regular maintenance checks on trolleys to ensure they are in optimal working condition and have no missing or damaged components.</li> <li>- Clearly mark designated pathways and routes for trolley movement within the freezer area to minimise the risk of collisions.</li> <li>- Implement speed limits for trolley movement, ensuring workers do not exceed them in order to avoid rapid acceleration or deceleration.</li> <li>- Encourage effective communication between workers while using trolleys, so that everyone is aware of their movements and can avoid potential collisions.</li> <li>- Provide appropriate personal protective equipment (PPE) such as non-slip footwear to reduce the risk of slips, trips, and falls while using trolleys in slippery conditions.</li> <li>- Install mirrors at blind corners to enhance visibility and help prevent collisions between trolleys and other moving equipment or workers.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Make sure trolleys are equipped with warning devices, such as horns or flashing lights, to signal their movement and alert others in the area.</li> <li>- Establish a maximum load capacity for each type of trolley used, ensuring workers adhere to these limits to prevent tipping or loss of control due to an overloaded trolley.</li> <li>- Enforce a "one-person-per-trolley" policy, minimising the probability of multiple operators contributing to accidents caused by conflicting motions or decisions.</li> <li>- Ensure adequate lighting levels in the freezer area, allowing workers to clearly see and safely navigate their surroundings while using trolleys.</li> <li>- Develop and implement emergency response procedures for potential incidents related to trolley usage, such as first aid provision, incident reporting, and response team activation.</li> <li>- Regularly review and adjust the safe work practices related to trolley usage based on ongoing risk assessments, feedback from employees, and any incidents that occur to continuously improve safety in the freezer work environment.</li> </ul>		
10. Loading/Unloading Truck	Falls from height, Collision with truck	3H	<ul style="list-style-type: none"> <li>- Ensure that workers receive proper training and instruction about the correct procedures for loading and unloading trucks, specifically when working with freezers.</li> <li>- Provide personal protective equipment (PPE) such as anti-slip footwear, gloves, and high-visibility vests to reduce the risk of falls and collisions while working around trucks.</li> <li>- Implement a buddy system or communication method between truck drivers and workers on the ground to guarantee constant coordination during the loading and unloading process.</li> <li>- Establish a designated area around the truck where only authorised personnel are permitted to be present, reducing the likelihood of collision incidents.</li> <li>- Utilise well-maintained equipment, including ladders, pallet jacks, forklifts, and other assisting tools to make the labour less strenuous and safer.</li> <li>- Regularly inspect equipment and vehicles involved in the loading/unloading process, keeping an updated maintenance log, and fixing any issues promptly.</li> <li>- Set up appropriate signage, barriers, and delineate pathways to create clear visibility and guide workers safely through the loading and unloading site.</li> <li>- Develop detailed schedules and action plans for each loading/unloading operation, accounting for factors like time constraints, the volume of materials, and any specific requirements of the freezer work.</li> <li>- Implement standardised checklists that workers must follow during load/unload activities, encouraging diligence and adherence to protocols.</li> <li>- Take into consideration weather and environmental conditions; adjust activities accordingly to minimise risks associated with wet or slippery surfaces.</li> </ul>	2M	

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			<ul style="list-style-type: none"> <li>- Encourage workers to report any hazards or unsafe conditions they may encounter during the loading and unloading process, fostering a culture of continuous improvement in workplace health and safety.</li> <li>- Conduct regular toolbox talks addressing common hazards, control measures, and industry best practices related to loading and unloading operations involving freezer works.</li> <li>- Periodically review and update the Safe Work Method Statement (SWMS) to incorporate any new findings, improvements, or changes in the work environment or regulations, ensuring continued adherence to industry best practices and compliance with local guidelines.</li> </ul>		
11. Emergency procedures	Ineffective communication, Confusion	2M	<ul style="list-style-type: none"> <li>- Implement a site-specific emergency response plan that clearly identifies roles and responsibilities of workers during emergencies, including those specific to working in freezer areas.</li> <li>- Install clear and visible signage throughout the freezer work area outlining emergency procedures, exit points, assembly areas, and contact information for the designated emergency personnel on-site.</li> <li>- Establish and maintain regular training sessions for all workers on emergency procedures, ensuring they are aware of their individual responsibilities, communication channels, and actions to take during an emergency.</li> <li>- Provide effective two-way communication devices (such as walkie-talkies) to designated emergency personnel and ensure that workers understand how to use them properly and whom to communicate with in case of an emergency.</li> <li>- Create and regularly review pre-determined evacuation routes to be followed during emergencies, taking into account the unique challenges posed by the freezer work environment (such as slippery surfaces and low temperatures).</li> <li>- Carry out regular drills simulating potential emergency situations in the workplace to reinforce workers' understanding of emergency procedures and improve overall preparedness.</li> <li>- Ensure idle workers do not crowd the freezer area to minimise confusion and make it easier for everyone to follow the designated evacuation plans during an emergency.</li> <li>- Store essential emergency equipment such as first aid kits, blankets, and portable heaters in accessible locations within the freezer work area, and ensure all staff members are familiar with their locations and correct usage.</li> <li>- Regularly inspect and maintain alarms, lighting, and other critical systems throughout the workplace, with special emphasis on proper functioning in the freezer work area.</li> <li>- Maintain open communication lines between workers and management, enabling workers to express any concerns, suggestions, or feedback about the effectiveness of current emergency procedures or additional hazards identified in the freezer work</li> </ul>	1L	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			area. Address these concerns immediately and update procedures accordingly when necessary.		
12. Exiting Freezer	Slips/trips/falls, Cold stress	2M	<ul style="list-style-type: none"> <li>- Ensure proper signage is placed at the freezer entrance, indicating the potential for slippery surfaces and reminding workers to take caution when exiting the freezer.</li> <li>- Perform regular inspections and maintenance of the flooring around the freezer exit to address any damage, buildup of ice or other hazards that may contribute to slips, trips, and falls.</li> <li>- Provide slip-resistant footwear to all employees working in the freezer area, and encourage the use of additional traction devices if needed.</li> <li>- Establish designated paths and walkways leading in and out of the freezer, free from obstructions and clearly marked to minimise the risk of accidents.</li> <li>- Implement a procedure for workers to gradually acclimate to room temperature after leaving the freezer, minimising the possibility of cold stress and allowing them to regain full dexterity.</li> <li>- Encourage workers to thoroughly dry off any moisture on their shoes or equipment before transitioning from the freezer to other sections of the workplace to prevent slips and falls.</li> <li>- Offer training sessions on proper techniques for walking on slippery surfaces, managing balance, and navigating potential hazards when exiting the freezer.</li> <li>- Equip the freezer exit with adequate lighting to enhance visibility and ensure workers can easily identify any hazards on the floor or surrounding areas.</li> <li>- Encourage communication among workers to alert each other of potential hazards and share information on how to safely navigate the freezer exit.</li> <li>- Regularly review and update the SWMS to incorporate any new hazards associated with exiting the freezer, and routinely communicate these changes to all workers involved.</li> </ul>	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

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

## SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

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

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

## SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

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

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

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

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

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

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



## SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

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

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