

General Maintenance Hydraulic Services | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: General Maintenance Hydraulic Services

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:
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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
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	NAME	SIGNATURE	DATE
Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, secondly to communicate those hazards and then to further take steps to either eliminate or control each hazard.			
If an incident or a near miss occurs, all work must stop immediately. Depending on the severity of the incident, a meeting will be called with all workers to amend the SWMS if required. The meeting may also be an educational opportunity.			
Any changes made to the SWMS after an incident or a near miss must be approved by the Person Conducting Business or Undertaking and communicated to all relevant personnel.			

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

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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	SCORE	ACTION	
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).

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

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

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

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Trip hazards, Electrical hazards	2M	<ul style="list-style-type: none"> - Clear and well-defined pathways: Ensure walkways and working areas are clear of any obstructions or debris, reducing the risk of trip hazards for workers. - Proper housekeeping: Regularly inspect and maintain a clean working environment that minimizes clutter and ensures ease of movement, further diminishing trip hazards. - Electrical equipment inspection: Regular inspection and testing of all electrical tools and equipment to ensure they are in good working order, minimising electrical hazards. - Cord management: Use cable covers or tethers to secure and organise electrical cords, preventing them from becoming tangled and posing a trip hazard. - Protective clothing and footwear: Workers should wear appropriate protective clothing, such as high visibility vests, and slip-resistant, steel-toed footwear to minimise the risk of accidents related to trip and electrical hazards. - Warning signs and barriers: Place warning signs at potential hazard locations, and erect temporary barriers around work areas containing open trenches, uneven surfaces, or exposed electrical components to notify workers of potential dangers. - Education and training: Provide regular workplace health and safety training to all employees, ensuring they understand how to identify and manage potential hazards associated with their job tasks. - Safe work procedures: Develop and implement safe work procedures for all maintenance activities, addressing specific hazards related to trip and electrical risks, and outlining the necessary control measures. - Emergency response plan: Establish a documented emergency response plan detailing the steps to be taken in the event of an accident, such as those resulting from trip or electrical hazards. - Regular hazard assessment: Continuously evaluate and assess potential hazards within the workplace, updating and adjusting control measures accordingly to ensure the ongoing safety of all workers involved in general maintenance hydraulic services. 	1L	
2. Inspection	Crush injuries, Working at heights	3H	<ul style="list-style-type: none"> - Ensure all machinery and equipment are regularly inspected and maintained according to the manufacturer's guidelines for safe operation. - Provide training to workers on how to conduct inspections of hydraulic systems and components, allowing them to identify potential hazards and take appropriate action. - Establish designated pedestrian zones marked with safety signs, and ensure that workers stay within these areas during inspection and maintenance work. - Utilise appropriate personal protective equipment (PPE) such as safety shoes, gloves, hard hats, and high-visibility vests during inspection activities. 	2M	

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			<ul style="list-style-type: none"> - Implement lockout/tagout procedures to isolate energy sources while conducting hydraulic system inspections to prevent unintended startup or movement of equipment. - Develop clear communication protocols between workers and supervisors for reporting safety issues or incidents related to working at heights or potentially hazardous situations. - Implement a fall protection plan that includes proper training, equipment selection, and consistent usage in accordance with established industry standards and regulations. - Set up secure, stable, and properly anchored scaffolding or ladders at each work site where height-related tasks are performed. - Use safety harnesses, lifelines, and other forms of adequate fall protection when working at elevated heights. - Evaluate and manage uneven surfaces, trip hazards, or slippery conditions present during inspection activities to reduce the risk of falls and slips. - Conduct a toolbox talk before commencing work each day to discuss possible hazards, control measures, and emergency response plans with all team members. - Monitor weather conditions during outdoor inspection and maintenance work, adjusting schedules or postponing activities if severe weather is predicted or encountered. - Encourage a culture of proactive hazard identification and reporting among employees, empowering them to speak up and address any concerns promptly. - Regularly review and update the Safe Work Method Statement (SWMS) for general maintenance hydraulic services, incorporating new risk assessments, control measures, and industry best practices to continuously improve onsite safety. 		
3. Connection	Pressure leakage, Burst pipes	4A	<ul style="list-style-type: none"> - Proper Training and Skill Development: Ensure all workers involved in the hydraulic maintenance process are well trained and skilled in connecting pipes and handling various hydraulic systems. - Pre-Inspection of Equipment: Before starting the work, inspect all equipment and systems for any visible signs of wear or damage. Replace damaged parts prior to use to prevent leaks or bursts. - Use of Personal Protective Equipment (PPE): All staff should wear appropriate PPE, including safety glasses, gloves, and protective clothing, to reduce the risk of injuries from pressure leakage or burst pipes. - Follow Manufacturer Guidelines: Adhere to manufacturer recommendations and instructions when installing and connecting hydraulic systems to prevent unnecessary strain on components and ensure correct alignment. 	3H	

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			<ul style="list-style-type: none"> - Regular Pressure Testing and Monitoring: Conduct regular pressure testing and monitoring of hydraulic systems to detect any leaks or pressure fluctuations that could lead to failure. - Correct Pipe Selection: Choose the proper pipe materials, diameters, and thicknesses that conform to industry standards for the specific application to mitigate the risks of pressure leakage or burst pipes. - Routine Maintenance and Inspection: Schedule routine maintenance and inspections of hydraulic systems to identify and fix potential problems before they escalate into hazardous situations. - Use of Safety Barricades: Employ safety barricades or exclusion zones around actively operating hydraulic systems, especially during high-pressure activities, to protect workers from potential hazards. - Installation of Pressure Relief Devices: Equip hydraulic systems with appropriate pressure relief devices to allow excessive pressure to be safely vented in case of malfunction. - Shut-down and Lock-out Procedures: Implement shut-down and lock-out procedures for hydraulic systems that require maintenance or repair, ensuring that no accidental activation of the system occurs while workers are connecting pipes or components. - Incident Reporting and Tracking: Establish a system for reporting and tracking incidents related to hydraulic pressure leakage or burst pipes, allowing for data analysis and improvement of safety measures over time. 		
4. Setup	Manual handling, Inadequate lighting	2M	<ul style="list-style-type: none"> - Provide manual handling training to workers, ensuring they are aware of proper lifting techniques and the importance of seeking assistance when required. - Implement a buddy system for heavy or awkward items, ensuring workers have support during manual handling tasks. - Conduct a risk assessment to identify potential hazards and determine appropriate control measures for general maintenance hydraulic services. - Utilise mechanical lifting aids such as trolleys, hoists, and cranes where possible to minimise manual handling risks. - Ensure all tools, equipment, and materials are stored systematically, with clear access paths provided to reduce trip hazards. - Schedule regular breaks for workers to minimise fatigue and potential cumulative strain from repetitive manual handling tasks. - Inspect the work area before starting work to ensure it is free from potential hazards and obstructions. - Install sufficient lighting in the workspace to ensure adequate visibility for workers, reducing the risk of accidents and improving overall working conditions. 	1L	

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			<ul style="list-style-type: none"> - Use reflective or high-visibility clothing and signage to clearly indicate areas where general maintenance hydraulic services are being conducted. - Keep walkways and access routes clear of debris and obstacles, ensuring that they are well-lit, slip-resistant, and barrier-free. - Ensure all hydraulic equipment is well-maintained and inspected regularly, minimising the risk of malfunction and potential injuries. - Implement an effective communication system between team members during setup, emphasising safety precautions and hazard awareness. - Continually review and update safety procedures for all hydraulic maintenance tasks, incorporating lessons learned and industry best practices to provide the safest possible working environment. 		
5. Component testing	Failure of equipment, Overheating	3H	<ul style="list-style-type: none"> - Regular Equipment Inspection: Conduct thorough inspections of all equipment and machinery involved in the component testing process, checking for any signs of wear or damage that may lead to a failure. - Maintenance Scheduling: Implement a preventive maintenance schedule for all equipment used in hydraulic services, ensuring that all components are serviced and checked periodically to reduce the risk of equipment failure. - Proper Training: Ensure that all personnel involved in testing hydraulic components have undergone proper training in the use and operation of the equipment, as well as in identifying potential hazards. - Safety Guidelines: Develop and enforce clear safety guidelines and protocols for handling and operating equipment during the testing phase. These guidelines should cover aspects such as equipment pre-use checks, safe work practices, and emergency procedures. - Adequate Ventilation: Ensure that adequate ventilation is in place at the worksite to help prevent overheating during component testing, especially if working with high-temperature hydraulic systems. - Monitoring Work Environment: Continuously monitor the ambient temperature and humidity levels in the workplace during testing, adjusting the heating or cooling systems accordingly to maintain optimal conditions. - Use of Personal Protective Equipment (PPE): Require all workers to wear appropriate PPE such as gloves, helmets, and eyewear while conducting tests in order to provide an additional layer of protection against potential hazards during component testing. - Emergency Shutdown Procedures: Establish and practice emergency shutdown procedures for rapid disconnection or deactivation of equipment in the event of an incident involving component failure or overheating. - Clear Signage: Place clear, visible signage around the testing area to warn workers of potential hazards and remind them to follow established safety protocols. 	2M	

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			<ul style="list-style-type: none"> - Equipment Load Limits: Adhere to the manufacturer's recommendations on load limits for each piece of equipment involved in the testing process to avoid overloading and subsequent failures. - Safe Testing Procedures: Foster a culture of safety by encouraging team members to report any concerns or potential hazards they identify during the testing process, allowing for continuous improvement in hazard management. - Incident Reporting and Analysis: Implement an incident reporting system that encourages workers to report near-misses, as well as actual incidents. Analyse these reports to refine and improve safety measures moving forward, reducing the likelihood of component failure or overheating in future tests. 		
6. Fault detection	Electrical faults, Water damage	3H	<ul style="list-style-type: none"> - Regular inspection: Conduct thorough and frequent visual inspections of electrical components, wiring, and hydraulic systems to identify any possible defects, wear, or damage that might lead to faults. - Isolation procedures: Implement lockout/tagout (LOTO) procedures to shut down and isolate the power supply during fault detection activities, ensuring the safety of workers by preventing any accidental contact with live electrical parts. - Water damage prevention: Install proper seals and protective covers on all hydraulic equipment and related components to prevent water ingress and minimise the risk of water damage. - Staff training: Ensure all workers involved in fault detection and maintenance tasks are properly trained and familiar with the correct equipment operation, hazard identification, and response procedures. - Emergency shutdown controls: Make sure emergency overload/shutdown mechanisms are properly installed and maintained to automatically detect and stop the system in case of an electrical or hydraulic fault. - Safe work environment: Keep the work area clean and well-maintained, removing any water, debris or potential hazards to reduce the risk of slips, trips, falls, or accidents which could exacerbate existing hazards. - Personal Protective Equipment (PPE): Ensure all persons working on fault detection tasks wear appropriate PPE, including gloves, face shields, and goggles, to protect against electrical shocks, burns, and injury from fluid exposure (if applicable). - Proper documentation: Maintain a logbook or electronic record of all inspections, maintenance actions, and fault detections to track the system's ongoing performance and identify recurring issues or potential areas for improvement. - Timely repair or replacement: Upon identifying a fault or issue, take immediate action to address the problem, either through prompt repair or replacement of affected parts, to prevent further escalation or damage to the system. - Communication and reporting: Establish clear channels for communication and reporting among team members, ensuring information relating to identified hazards 	1L	

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			or faults is promptly shared, and that appropriate responses and corrective actions are taken as needed.		
7. Component replacement	Sharp edges, Incorrect installation	2M	<ul style="list-style-type: none"> - Pre-inspection: Before starting any work, ensure a thorough inspection of the area and equipment is conducted to identify and report any sharp edges or potentially faulty components. - Personal Protective Equipment (PPE): Ensure all workers handling hydraulic components wear appropriate PPE, such as gloves, safety goggles, and steel-toed boots, to protect themselves from sharp edges and potential injuries. - Tool use: Provide properly maintained and suitable tools for component replacement tasks, such as wrenches, pliers, and screwdrivers, with insulation handles to reduce the risk of injury from sharp edges. - Training: Make sure that all workers involved in hydraulic maintenance have received necessary training on proper component handling, installation procedures, and hazard identification. - Manufacturer guidelines: Follow manufacturer recommendations for component replacement, ensuring the correct procedure and sequence are followed to avoid incorrect installations. - Work area preparation: Keep the working area well-lit, clean, and free from any obstructions or trip hazards to minimise the risk of accidents occurring during component replacement tasks. - Communication: Develop clear lines of communication among team members to share information about identified hazards, ongoing tasks, and any issues that may arise during the component replacement process. - Supervision: Designate a competent person or supervisor to monitor the worksite, provide guidance, and ensure that safety procedures are being adhered to by all employees during component replacement tasks. - Risk assessment: Conduct regular risk assessments to identify new potential hazards during the component replacement process and implement appropriate control measures to mitigate risks. - Incident reporting: Establish a system for reporting incidents and near-misses, allowing management to review and make necessary adjustments to safety protocols. - Emergency response plan: Develop and maintain an emergency response plan, including first aid facilities and trained personnel on-site, to quickly address any injuries or accidents that may occur during component replacement tasks. - Regular reviews: Schedule periodic reviews of the safety procedures, training programs, and control measures, ensuring that they remain effective and relevant to the specific hazards associated with hydraulic component replacement. 	1L	
8. Pressure testing	High pressure, Connection points	4A		2M	

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			<ul style="list-style-type: none"> - Conduct a pre-start safety briefing with workers involved in pressure testing, discussing potential hazards and control measures to be implemented. - Clearly identify the test area, set boundaries and restrict access to authorised personnel only during pressure testing. - Use proper protective equipment (PPE) such as safety glasses, gloves, and hearing protection to minimise the risk of injury from high-pressure exposure. - Ensure that all connections and fittings used for hydraulic services are properly tightened, aligned, and leak-free before initiating the pressure testing process. - Pressure-test hoses, pumps, and other components individually before connecting them to the system to confirm they can withstand the expected pressures. - Inspect the pressure relief valves and safety devices in the hydraulic system to ensure they are functioning correctly and are rated for the specific maximum operating pressure. - Use appropriate hydraulic fluid with low-compression properties to minimise the risk of pressure surges during testing. - Implement gradual and smooth pressure increase during pressure testing and monitor the system to detect early signs of pressure buildup or leaks. - Regularly check for any visible signs of leaks at connection points and stop the testing immediately if any leaks are detected. - Train the technicians in the correct use of gauges, data recording instruments, and reading results to correctly interpret results and avoid misinformation. - Keep an adequate distance from the test setup while conducting pressure tests to safeguard against possible hazards related to high-pressure releases. - Designate a competent person as a supervisor to oversee the entire pressure testing procedure and ensure that everyone follows proper safety guidelines. - Schedule regular maintenance and inspections of hydraulic circuits, hoses, and connection points to minimise the chance of unexpected issues during pressure testing. - Develop and maintain emergency response procedures, which include immediate shutdown and isolation of the hydraulic system in case of leaks or malfunctions, followed by necessary safety inspection and repair. 		
9. Integration	Foreign objects, Misassembly	3H	<ul style="list-style-type: none"> - Thorough Inspection: Conduct a detailed visual inspection of all components before integration, looking for any foreign objects or signs of wear that may have been introduced during the maintenance process. - Cleanliness Procedures: Implement strict cleanliness procedures during maintenance to minimise the introduction of foreign objects and ensure proper assembly. This includes using designated cleaning tools and materials, such as lint-free cloths and non-abrasive cleaners. 	1L	

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			<ul style="list-style-type: none"> - Assembly Verification: Double-check component assembly prior to integration, ensuring all necessary parts are correctly aligned, oriented, and connected according to manufacturer specifications and guidelines. - Pre-Assembly Training: Provide comprehensive training on assembly and integration processes for all personnel involved in the work step to ensure they understand the correct procedure and potential hazards. - Task Delegation: Assign specific tasks within the integration process to experienced team members to ensure that everyone is focused on their area of expertise, minimising the risk of misassembly. - Personal Protective Equipment (PPE): Ensure all personnel involved in the integration process wear appropriate PPE, such as safety glasses and gloves, to protect against accidental contact with foreign objects or sharp edges that could cause injury. - Work Area Segregation: Designate a specific work area for integration activities, separate from other ongoing maintenance work, to minimise distractions and reduce the likelihood of introducing foreign objects or misassembling components. - Tool Control: Establish a tool control system to account for all tools and equipment used during the integration process. This ensures that no foreign objects are accidentally left behind and can help identify sources of misassembly. - Documentation Review: Before beginning the integration process, review relevant documentation, including maintenance manuals and service bulletins, to ensure that all required steps for proper assembly and integration have been addressed. - Post-Integration Testing: Perform functional tests on the hydraulic system once integration is complete to validate the proper assembly and operation. If any issues are identified, investigate potential causes, and correct them before returning the system to normal operation. 		
10. Clean up	Incorrect disposal, Exposure to hazardous materials	3H	<ul style="list-style-type: none"> - Identify and label hazardous waste clearly, including waste containing chemicals, oils, or other dangerous substances, to ensure proper disposal procedures are followed. - Implement a waste segregation system for the different types of waste generated at the site, including separating recyclables, general waste, and hazardous materials. - Train employees on proper waste handling techniques, especially when dealing with hazardous materials, to prevent accidental exposure or contamination. - Wear appropriate personal protective equipment (PPE), such as gloves, safety goggles, and face masks, to protect against potential exposure to hazardous materials during clean-up work. - Implement a spill response plan tailored to address the specific hazards present on-site; ensure workers are familiar with the plan and have access to necessary tools and equipment for responding to spills. 	1L	

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			<ul style="list-style-type: none"> - Regularly inspect and maintain cleaning and waste storage equipment to verify they are in good working order, preventing unintended leaks or spills during the clean-up process. - Educate employees on the importance of timely reporting of any incidents or accidents involving hazardous materials, enabling swift action to mitigate potential risks. - Establish designated waste collection areas to keep potentially harmful materials separate from general waste, minimising the risk of cross-contamination and ensuring proper disposal. - Schedule regular pickups of hazardous waste by licensed disposal companies to ensure its timely removal from the worksite, reducing the chance of accidental exposure. - Conduct periodic toolbox talks and safety briefings to reinforce best practices for handling hazardous materials, ensuring workers remain vigilant and up-to-date on relevant information. - Display visible signage near hazardous waste storage areas, warning workers of potential risks associated with improper handling. - Review and update safety data sheets (SDS) regularly, ensuring employees understand the properties and dangers of hazardous materials they may encounter in their work environment. - Engage with subcontractors, suppliers, and waste management service providers to confirm they follow industry-accepted guidelines and legal obligations while handling and disposing of hazardous materials. - Continuously monitor work site safety performance, investigating any incidents involving hazardous materials and implementing corrective action to avoid future occurrences. 		
11. Final inspection	Improper connection, System defects	2M	<ul style="list-style-type: none"> - Double-check all connections: Carefully inspect each connection point to ensure they are tightened and secured properly, according to the manufacturer's guidelines. - Use proper tools and equipment: Ensure that workers use appropriate and well-maintained tools for tightening, securing, or performing any other tasks during final inspection. - Follow manufacturer's instructions: Strictly adhere to the manufacturer's instructions and recommendations for system assembly, operation and maintenance to avoid safety hazards resulting from improper connections or system defects. - Training of personnel: Provide regular training and updated information to workers on applicable safety standards, procedures, potential hazards, and best practices in hydraulics systems maintenance. 	1L	

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			<ul style="list-style-type: none"> - Verify proper routing of hoses and cables: Check that all hoses and cables are routed correctly without causing undue strain or tension to prevent disconnection or damage to the hydraulic components. - Inspect for signs of wear and tear: Look out for visible signs of wear, corrosion, or damage on system components and replace them as needed, focusing on areas prone to leakage, cracking, or weakening over time. - Test for functionality and pressure leaks: Conduct a thorough test run of the hydraulic system to ensure that it functions smoothly and is free from pressure leaks or drops, addressing any issues discovered before signing off on completion. - Document findings and actions taken: Keep a detailed record of inspection findings, actions taken to resolve any issues, and ongoing maintenance plans to establish a clear history of system performance. - Have a Peer-to-Peer inspection: Have a second technician or engineer conduct a separate inspection alongside the primary inspector to ensure that no hazards have been missed during the final assessment. - Establish a preventative maintenance schedule: Develop and adhere to a comprehensive preventive maintenance (PM) schedule for the entire hydraulic system, aimed at identifying potential issues before they become unmanageable hazards. - Ensure proper alignment and fitting of components: Make sure all components are aligned and fit according to the manufacturer's specifications, minimising the risk of system defects caused by misaligned or ill-fitting parts. - Maintain good housekeeping: Keep the work area clean and free of clutter, debris, or any obstacles that could pose a tripping hazard or impede access to the hydraulic system during final inspection. 		
12. Documentation	Incomplete information, Miscommunication	2M	<ul style="list-style-type: none"> - Ensure all relevant project documentation is readily available and up-to-date before the commencement of any maintenance work, to minimise the risk of working with incomplete information. - Clearly communicate the scope and objective of the maintenance task with all involved stakeholders, including the client, supervisors, and workers, to avoid miscommunication. - Assign a designated person to oversee and maintain all hydraulic services documentation throughout the project, ensuring necessary updates are made promptly. - Conduct regular pre-start tool box meetings among the team to review hazards, discuss control measures, and clarify any doubts regarding the maintenance tasks or associated procedures. - Implement a documentation review process which includes peer-verification and approvals by supervisors to ensure accuracy and completeness of information. 	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"> - Utilise clear and concise visual aids such as diagrams, flowcharts, and relevant photographs in the documentation for easy reference and understanding. - Ensure that all stakeholders have access to the most recent version of documents, through a centrally managed document control system or a shared online platform. - Conduct comprehensive training sessions with the maintenance crew, focused on how to properly read, interpret, and follow the provided documentation in order to perform their tasks safely. - Encourage open channels of communication and a 'no-blame' reporting culture where employees feel comfortable discussing concerns or uncertainties related to maintenance procedures or documentation. - Carry out scheduled progress meetings and briefings throughout the maintenance process to discuss any changes to the plan, ensuring continuous alignment and understanding between all parties. - Implement clearly defined processes for requesting and obtaining clarification on ambiguous or unclear documentation, ensuring quick response times from responsible personnel. - Regularly audit and review the project documentation to identify areas for improvement and enhance documentation quality while minimising risks throughout the project lifecycle. 		

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

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

LEGISLATIVE REFERENCES

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

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

SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

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

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

SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

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

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

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

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

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

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

SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

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

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