

General Work Site Practices | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: General Work Site Practices

Business Name: Coastal Hire And Sales Pty Ltd

ABN: 70114481408

SWMS#

Business Address:

Contact Person:

Phone:

Email:

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

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

Full Name:

Signature:

Title:

Date:

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

Full Name:

Title:

Phone:

ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS SWMS MUST HAVE THE FOLLOWING COMMUNICATED

NAME AND DATED SIGNATURE OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE DEVELOPMENT AND APPROVAL OF THIS SWMS

Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, secondly to communicate those hazards and then to further take steps to either eliminate or control each hazard.

NAME

SIGNATURE

DATE

If an incident or a near miss occurs, all work must stop immediately. Depending on the severity of the incident, a meeting will be called with all workers to amend the SWMS if required. The meeting may also be an educational opportunity.

Any changes made to the SWMS after an incident or a near miss must be approved by the Person Conducting Business or Undertaking and communicated to all relevant personnel.

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

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CLIENT OR PRINCIPAL CONTRACTOR DETAILS

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

ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT

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

ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY

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

RISK MATRIX											
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HEIRARCHY OF CONTROLS			
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE						
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED				
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.				
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.				
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.				
<p>Notes on Hierarchy of Controls: Elimination methods are the most effective and preferred when controlling a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the third most effective, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment) is the least effective method.</p>											
PERSONAL PROTECTIVE EQUIPMENT (PPE)											
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING PROTECTION	EYE PROTECTION	RESPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable).											
<p>Note: A SWMS must be reviewed regularly to make sure it remains effective. A SWMS must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.</p> <p>When a SWMS has been revised, the person conducting a business or undertaking must ensure all:</p> <ol style="list-style-type: none"> 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	Slips and trips, Falling objects	2M	<ul style="list-style-type: none"> - Conduct a thorough inspection of the work site to identify potential hazards, such as uneven surfaces or loose objects that may lead to slips and trips. - Provide and maintain appropriate personal protective equipment (PPE), such as safety shoes with slip-resistant soles, to minimise the risk of slipping on wet or slippery surfaces. - Clearly mark any temporary cords or hoses running across pathways, and secure them appropriately to avoid creating tripping hazards. - Designate and clearly mark designated walkways and aisles, ensuring they remain free from obstructions and debris at all times. - Implement a regular housekeeping schedule to ensure work areas are kept clean and tidy, reducing the likelihood of slips, trips, and falls. - Ensure adequate lighting is provided in all areas of the worksite, especially in high traffic zones and where there are known hazards. - Provide appropriate barricading and cordoning off of potentially risky areas (e.g., excavations) to prevent unauthorised personnel from entering and risking injury from falling objects. - Train workers on proper lifting techniques and safe handling of materials, and provide the necessary tools and equipment for handling heavy objects to minimise the risk of items being dropped. - Store materials and equipment safely and securely, using racking systems where appropriate, to reduce the chance of accidents caused by falling objects. - Implement a strict "no throwing" policy on the work site and emphasise the importance of careful handling and passing of materials to reduce the risk of accidents from falling items. - Provide tool lanyards and tethering devices for all handheld tools used on elevated platforms, to help prevent tools from accidentally falling and causing injury to workers below. - Encourage workers to communicate openly and proactively report potential hazards or incidents, allowing for timely corrective actions to be taken, reducing risks throughout the workplace. - Implement a clear hierarchy of responsibility and assign accountability for addressing potential hazards in the workplace, ensuring that remediation actions are promptly taken. - Regularly review and update the Safe Work Method Statements (SWMS) specific to the worksite, ensuring that all control measures remain applicable and effective in minimising risks associated with slips, trips, and falling objects. 	1L	
2. Site Setup	Electrocution, Traffic accidents	3H	<ul style="list-style-type: none"> - Ensure all electrical equipment is regularly inspected, tested, and tagged by a qualified electrician to minimise the risk of electrocution. 	2M	

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			<ul style="list-style-type: none"> - Install safety barriers and/or traffic control devices around the work site to prevent unauthorised access and potential traffic accidents. - Conduct regular site inspections to identify any new hazards or changes in conditions that may pose a risk to workers or the public and react accordingly. - Provide training to all workers on proper equipment use and handling, as well as emergency response procedures for electrical incidents or traffic accidents. - Keep the work site clean and organised to minimise the risk of tripping, slipping, or coming into contact with hazardous materials or exposed live wires. - Implement a safe work zone traffic management plan that takes into consideration the movement of vehicles, heavy machinery, workers, and pedestrians throughout the site. - Encourage staff to report any potential hazards, incidents, or near misses immediately so they can be addressed and resolved to maintain a safe working environment. - Provide appropriate personal protective equipment (PPE) for all workers, including high visibility clothing, electrical insulating gloves, steel-toed boots, and safety helmets. - Establish an effective communication system, including radio communication between workers, supervisors, and spotters to promote awareness and preparedness for any potential hazards or emergencies. - Create a designated walkway or travel path for workers and visitors to follow when navigating the work site, ensuring it's clear of obstructions, well-lit, and marked with appropriate signage. - Ensure heavy machinery operators are licensed, trained and competent in operating equipment safely within their designated work area. - Develop an emergency response plan that outlines the correct procedures to follow in the event of an incident, such as first-aid treatment, contacting emergency services, and evacuation plans. - Adhere to all relevant local, state, and federal regulations and guidelines regarding workplace health and safety, encouraging a culture of compliance and responsibility within the work site. 		
3. Material Handling	Manual handling injuries, Struck by moving equipment	3H	<ul style="list-style-type: none"> - Proper equipment training: Ensure all workers involved in material handling are trained and competent to operate the necessary equipment safely. - Implement correct lifting techniques: Encourage employees to follow proper lifting procedures, such as bending the knees and keeping the back straight to prevent injuries. - Use appropriate tools and equipment: Provide and maintain suitable mechanical aids and tools for handling materials, such as trolleys, pallet jacks, and forklifts, to reduce manual handling risks. 	1L	

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			<ul style="list-style-type: none"> - Inspect equipment regularly: Regular inspection and maintenance of material handling equipment should be conducted to ensure its safe operation and to identify any potential hazards. - Clear and unobstructed work areas: Keep work areas clean and free from obstacles that could cause tripping or collisions during material handling tasks. - Utilise adequate personal protective equipment (PPE): Ensure that all workers wear proper PPE, such as gloves, safety boots, and high-visibility vests, to minimise injury risks during material handling tasks. - Establish designated traffic routes: Create specific pathways for both pedestrians and moving equipment to reduce the risk of accidents involving workers struck by machinery or vehicles. - Limit manual handling: Where possible, find ways to eliminate or minimise manual handling tasks altogether by implementing automated or mechanised systems. - Safe work practices: Develop and enforce safe work practices for loading, unloading, and storing materials to minimise the potential for accidents and injuries. - Monitor and control load weight: Ensure that materials being handled do not exceed the maximum load capacity of equipment or the physical limitations of workers. - Display warning signs and markings: Post clear and visible signs to warn workers of potential hazards related to handling materials and operating equipment. - Maintain communication: Promote effective communication among workers to ensure awareness of material handling tasks and possible hazards. - Encourage incident reporting: Encourage workers to report any issues, near misses, or incidents that occur during material handling tasks for timely response and corrective action. - Regularly review and update SWMS: Assess the effectiveness of the control measures in place and revise the Safe Work Method Statement (SWMS) as needed to ensure continuous improvement and ongoing safety compliance. 		
4. Equipment Inspection	Entanglement, Falls from height	2M	<ul style="list-style-type: none"> - Regularly inspect equipment for any visible signs of wear, damage, or malfunction before each use. - Ensure that all equipment has a maintenance log and is serviced according to the manufacturer's guidelines. - Provide training to all workers on proper use, storage, and inspection of equipment to prevent entanglement or falls from height. - Install appropriate guards and barriers on machinery where there is potential for entanglement. - Enforce the use of personal protective equipment (PPE), such as safety gloves, safety footwear, and high-visibility clothing while dealing with equipment. 	1L	

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			<ul style="list-style-type: none"> - Maintain clear and clutter-free walkways around equipment so that workers can move around safely without the risk of falling from heights. - Implement a fall prevention system, such as fall restraint harnesses, guardrails, or scaffolding, for work at higher levels. - Establish emergency procedures in case of equipment entanglement or falls, including first aid provisions and rescue plans. - Keep equipment clean and free of debris to minimise hazards associated with entanglement or slipping off surfaces. - Provide signage and warning labels near equipment to raise awareness of the risks associated with entanglement and falls from height. - Promote open communication among workers to report any issues or concerns related to equipment safety immediately. - Implement a process for regular equipment audits, involving inspections and assessments by qualified experts to ensure ongoing compliance with workplace health and safety regulations. - Encourage safe work practices through toolbox talks, safety training, and continual reminders about the importance of adhering to established protocols. - Create a culture of accountability within the workplace, emphasising that every worker shares responsibility for maintaining a safe environment, following guidelines, and supporting each other to prevent accidents related to entanglement or falls from height. 		
5. Task Preparation	Chemical exposure, Noise disturbance	2M	<ul style="list-style-type: none"> - Proper storage and handling: Ensure that all chemicals are stored in designated areas following the appropriate guidelines, such as storing them in closed containers and away from heat or ignition sources. Always handle chemicals with care, using appropriate personal protective equipment (PPE) to prevent direct contact or accidental spills or leaks. - Adequate ventilation: Implement a proper ventilation system for areas where hazardous chemicals are used or stored to minimise chemical exposure and maintain air quality. - Noise control strategies: Manage noise levels on the worksite by installing noise barriers, using noise-reducing tools and machinery, and implementing appropriate work scheduling to minimise worker exposure to harmful noise levels. - Chemical disposal procedures: Establish protocols for the safe and environmentally friendly disposal of chemicals, ensuring that they are not washed down drains, released into the environment, or mixed with incompatible substances. - Training and education: Provide regular training for workers on the proper handling and usage of chemicals, as well as identifying hazard communication requirements such as understanding safety data sheets (SDS), labels, and the Globally Harmonized System of Classification and Labeling of Chemicals (GHS). 	1L	

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			<ul style="list-style-type: none"> - Safe work practices: Develop and implement standard operating procedures (SOPs) that outline safe work practices for tasks involving chemical use, handling, and storage. Regularly review and update these SOPs as needed. - Personal protective equipment (PPE): Provide all employees with adequate PPE, such as gloves, goggles, and respirators, depending on the specific chemical hazards present. Train workers in the correct use, maintenance, and storage of their PPE. - Emergency response plan: Create a comprehensive emergency response plan that outlines procedures to follow in case of a chemical spill, exposure, or other incidents. Ensure all personnel are familiar with the plan and conduct regular drills to maintain preparedness. - Monitoring and evaluation: Regularly assess and monitor the work site for potential hazards related to chemical exposure and noise disturbance. Track workers' exposure levels and adjust controls as needed to maintain safe working conditions. - Ongoing communication: Promote open communication among the employees and management regarding any concerns or suggestions for improvement in the control measures for chemical exposure and noise disturbances. Encourage all members of the organisation to work together proactively to create a safer work environment. 		
6. Job Execution	Falling from height, Exposure to dust and fumes	3H	<ul style="list-style-type: none"> - Implement a fall protection system, including guardrails, safety nets, and personal fall arrest equipment, to prevent workers from falling from height. - Ensure that all employees have received proper training in working at height safety procedures, as well as the correct use of fall protection systems and equipment. - Establish exclusion zones below work areas where workers are operating at height, and prohibit unauthorised personnel from entering these areas. - Regularly inspect and maintain all work platforms, ladders, scaffolding, and other equipment used for working at height to ensure they remain in good condition and can safely support workers. - Develop an emergency response plan for rescue operations in cases where a worker falls from height or becomes stranded during a task. - Introduce regular breaks and rotation of workers involved in tasks generating dust and fumes to minimise prolonged exposure. - Ensure proper ventilation in the work area by using exhaust fans and ventilators to help disperse dust and fumes generated during construction activities. - Utilise wet cutting, vacuum systems, and other dust suppression methods to reduce the amount of airborne dust and fumes produced during job execution. - Require all workers exposed to dust and fumes to wear appropriate respiratory protection equipment, such as dust masks or respirators, based on the level of exposure identified during risk assessment. 	1L	

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			<ul style="list-style-type: none"> - Schedule regular monitoring of air quality to identify any changes in the concentration of dust and fumes within onsite work areas, and implement additional controls as needed. - Conduct ongoing toolbox talks to remind workers of the dangers associated with exposure to dust and fumes, reinforcing safe work practices and the importance of following control measures. - Dispose of any waste materials, including dust and debris, in a responsible manner according to environmental regulations and guidelines. Ensure all hazardous waste is correctly labelled, stored, and handled to prevent exposure. - Perform regular reviews of the implemented control measures to ensure their effectiveness in minimising risks associated with working at heights and exposure to dust and fumes. Update the SWMS as needed to address any identified gaps or potential improvements in safety protocols. 		
7. Break Periods	Fatigue, Unattended equipment exposure	2M	<ul style="list-style-type: none"> - Schedule regular break periods throughout the day, ensuring workers have adequate rest to avoid fatigue. - Encourage workers to take short breaks when feeling tired and report any signs of excessive fatigue to their supervisor. - Ensure work areas are well-lit and ventilated to maintain alertness and comfort during work hours. - Promote a healthy work environment by providing access to nutritious snacks, water, and caffeine in moderation. - Assign designated break areas away from active work sites and potentially hazardous equipment. - Provide seating and shaded areas for workers to rest comfortably during their breaks. - Ensure all machinery and equipment are switched off, safely secured, and tools stored appropriately before workers go on a break. - Implement roving inspections during break times to ensure all equipment is correctly shut down, and no hazards are left unattended. - Train workers on proper shut down procedures for various machines and equipment found on-site. - Display conspicuous signs in work areas reminding workers about break schedules and potential hazards associated with unattended equipment. - Develop a buddy system, whereby workers are responsible for double-checking each other's work areas for unattended hazards before going on breaks. - Regularly review and update SWMS to incorporate new best practices for mitigating fatigue and unattended equipment exposure risks. 	1L	

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			<ul style="list-style-type: none"> - Conduct toolbox talks focusing on the importance of break periods and safe work practices when leaving equipment unattended. - Implement regular safety audits to monitor compliance with established control measures and identify areas for improvement. 		
8. Material Disposal	Sharp object injuries, Hazardous substance exposure	3H	<ul style="list-style-type: none"> - Provide appropriate waste containers and clearly label them for each type of material being disposed of, including separate containers for sharp objects and hazardous substances. - Implement a strict protocol for the disposal of hazardous materials, ensuring they are handled and disposed of according to the relevant regulatory guidelines and safety recommendations. - Train all workers on the proper procedures for disposing of different types of materials, including sharp objects and hazardous substances, along with their potential hazards. - Maintain clean and well-organised work sites to reduce the risk of injury caused by misplaced or improperly discarded materials, while also improving overall site safety. - Encourage open communication among team members regarding any potential concerns or issues related to material disposal, promoting a culture of safety awareness. - Ensure the proper storage and maintenance of all personal protective equipment (PPE) on-site, especially those specifically designed for handling sharp objects and hazardous substances, such as gloves and goggles. - Regularly inspect waste containers and disposal areas to ensure compliance with safety standards and that all containers remain in proper condition without leakage or overflow. - Implement a reporting mechanism for employees to report any incidents related to material disposal, allowing for timely corrective action to prevent future occurrences. - Arrange for the regular removal and disposal of waste materials by licensed waste contractors, ensuring that all applicable environmental regulations are met. - Conduct periodic safety audits and hazard assessments of the work site and the material disposal process, identifying opportunities for improvement and implementing corrective actions. - Keep a record of all hazardous materials used on-site, including their quantities, disposal methods, and relevant safety information, enabling effective tracking and management. - Educate workers on the importance of proper hygiene practices when handling hazardous substances, emphasising the need for hand-washing and other preventative measures to reduce exposure risks. 	1L	

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			<ul style="list-style-type: none"> - Develop an emergency plan for dealing with accidental spills or exposure to hazardous substances during material disposal, equipping workers with the necessary tools and knowledge for first aid and containment procedures. - Regularly review and update the Safety Work Method Statement (SWMS) as required, to incorporate new work practices or regulatory changes related to material disposal and associated hazards. 		
9. Housekeeping	Rubbish accumulation, Slips and trips	2M	<ul style="list-style-type: none"> - Implement a schedule for regular cleaning and maintenance of the work site to reduce rubbish accumulation. - Use closed bins or containers with lids for waste disposal to prevent wind-blown debris from spreading throughout the site. - Clearly designate specific waste disposal areas and ensure that all workers are aware of their locations. - Conduct toolbox talks to educate workers on the importance of proper housekeeping and the risks associated with poor workplace cleanliness. - Provide sufficient walkways and ensure they remain clear of obstructions to minimise slip and trip hazards. - Regularly inspect and maintain machinery, tools, and equipment to reduce the risk of hazardous leaks, spills, or malfunctions. - Install appropriate signage in key areas, such as potential wet floors or other trip hazards, so that workers are constantly reminded to exercise caution. - Encourage workers to report any unsafe conditions or situations immediately to the site supervisor for prompt assessment and remediation. - Utilise non-slip matting or floor coatings in high-foot traffic areas where slips may be more likely to occur. - Ensure adequate lighting is installed and maintained throughout the site to improve visibility and help reduce accidents caused by clutter or obstacles. - Instruct workers to clean, organise, and store equipment after use daily, with emphasis on the importance of returning tools to their designated storage spaces. - Perform thorough cleanup operations at the end of each workday to ensure the site remains tidy and ready for the next day's tasks. - Consider engaging a professional cleaning service to perform deep-cleans of the work site periodically to maintain optimal safety and hygiene standards throughout the project duration. 	1L	
10. Final Inspection	Inadequate lighting, Electrical hazards	2M	<ul style="list-style-type: none"> - Install adequate lighting: Ensure that work areas, walkways, and equipment are well-lit to minimise the risk of accidents caused by poor visibility. - Conduct regular inspections: Perform regular checks on electrical systems and equipment to identify potential issues before they pose a threat to workers' safety. 	1L	

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			<ul style="list-style-type: none"> - Maintain electrical equipment: Keep all equipment in good working order by performing routine maintenance and repairs as needed to prevent malfunctions that can lead to electrical hazards. - Properly dispose of damaged equipment: Remove any broken or damaged electrical items from the work area to prevent employees from coming into contact with live wires or other dangerous components. - Train employees: Provide comprehensive training on recognizing electrical hazards and how to respond appropriately should one occur in the workplace. - Implement lockout/tagout procedures: Establish clear guidelines for isolating and de-energising potentially hazardous electrical equipment while it is being serviced or maintained. - Use appropriate personal protective equipment (PPE): Equip employees with suitable protection such as goggles, gloves, and insulated tools when dealing with electrical hazards to reduce the risk of injury. - Display warning signs and labels: Clearly mark areas where electrical hazards exist to alert workers to the danger and ensure that they exercise caution when approaching these zones. - Designate qualified personnel: Assign the task of managing electrical systems and devices to competent, experienced staff members who have received proper training in the management of such risks. - Store tools and materials safely: Keep tools, cables, and other materials tidy, organised, and properly stored when not in use to minimise clutter and prevent accidents caused by tripping, falling objects, or inadvertent contact with electrical components. - Create an emergency response plan: Develop a clear plan of action outlining what to do in the event of an incident involving electrical hazards, including immediate steps to take, who to notify, and any necessary follow-up actions. 		
11. Site Dismantling	Collisions, Falls from height	4A	<ul style="list-style-type: none"> - Conduct thorough site assessment and planning before dismantling procedures, identifying potential hazards such as collisions and fall risks, as well as ensuring clear communication between workers regarding the processes involved. - Establish exclusion zones around dismantling areas where deemed necessary to minimise the risk of unauthorised personnel entering the area, hence reducing the likelihood of collisions and falls from height. - Provide all workers with appropriate Personal Protective Equipment (PPE), such as high visibility clothing, hard hats, safety harnesses, and fall arrest systems to prevent injuries from collisions and falls from height. - Ensure proper training and certification for all team members involved in the dismantling process, ensuring they are aware of work site practices, potential hazards, and related control measures. 	2M	

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			<ul style="list-style-type: none"> - Maintain regular communication during dismantling tasks, utilising radios when direct line of sight is not possible, as well as implementing a spotter if required to alert workers of approaching vehicles or other hazards. - Implement appropriate traffic management measures, including warning signs, barricades, and delineating pedestrian walkways to help mitigate the risk of collisions on site. - Schedule dismantling activities during times when fewer site personnel are present, limiting their exposure to any potential hazards whilst the task is being performed. - Regularly inspect and maintain equipment utilised for dismantling tasks, such as scaffolding, ladders, and lifting equipment, as well as ensuring they are being used correctly. - Encourage workers to adhere to the 'buddy system', requiring them to work closely with another team member throughout the dismantling process, thereby providing additional support to help prevent accidents. - Utilise safe work methods and practices throughout the dismantling process, such as adopting a 3-points-of-contact approach when climbing ladders and working at heights. - Continually monitor and review the effectiveness of implemented control measures during the dismantling phase, adapting strategies and policies accordingly to continually improve overall site safety. 		
12. Maintenance	Machinery malfunction, Fire and explosion	3H	<ul style="list-style-type: none"> - Regular equipment inspection: Ensure that all machinery and equipment are regularly inspected for any signs of damage, wear and tear, leaks, or malfunction. This can help identify any potential issues early and prevent accidents. - Scheduled maintenance: Establish a preventive maintenance schedule for all machinery and equipment, following the manufacturer's guidelines and recommendations to minimise the risk of malfunction and associated hazards. - Proper storage of flammable materials: Store flammable substances away from ignition sources and in approved containers designed specifically for this purpose. - Fire safety measures: Install fire alarms, extinguishers, and emergency exits throughout the work site to allow for quick response and evacuation in case of a fire or explosion. - Adequate ventilation: Ensure proper ventilation at the worksite to prevent the buildup of fumes, dust, or other flammable particles, which could lead to an explosion or a fire. - Employee training: Provide comprehensive training for all employees on how to operate machinery safely, recognise the signs of malfunction, and how to respond in case of an emergency. 	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"> - Use of personal protective equipment (PPE): Ensure that all workers wear appropriate PPE, including gloves, safety glasses, and hearing protection, as needed when working with heavy machinery and hazardous materials. - Emergency preparedness plan: Develop a clear plan outlining the steps to be taken in case of a fire, explosion, or machinery malfunction, including who to contact, emergency shutdown procedures, and first aid treatment. - No-smoking policy: Implement a strict no-smoking policy throughout the work site, especially in areas where flammable materials are stored or used. - Machine guarding: Ensure that all machinery is fitted with appropriate guards and covers to protect workers from moving parts, flying debris, and other hazards associated with machinery operation. - Clear workspace: Keep the area around machines and equipment clean and free from debris, spilled chemicals, or anything that could obstruct access or compromise safety. - Incident reporting and follow-up: Encourage workers to report any hazards, accidents, or near-misses, and promptly address them by conducting thorough investigations and implementing improvements as needed. 		

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

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

LEGISLATIVE REFERENCES

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

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

SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

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

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

SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

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

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

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

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

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

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

SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

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

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