

Generator (Genset) | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Generator (Genset)

Business Name: Coastal Hire And Sales Pty Ltd

ABN: 70114481408

SWMS#

Business Address:

Contact Person:

Phone:

Email:

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

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

Full Name:

Signature:

Title:

Date:

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

Full Name:

Title:

Phone:

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

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

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

NAME

SIGNATURE

DATE

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

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

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

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CLIENT OR PRINCIPAL CONTRACTOR DETAILS

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

ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT

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

ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY

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

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

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Slips, trips and falls, Electrical hazards	2M	<ul style="list-style-type: none"> - Ensure that the work area is clean and free of debris, including any potential trip hazards such as tools or loose cables. - Designate a specific location for the generator, ensuring it is flat, stable, and well-ventilated to prevent overheating and accumulation of dangerous fumes. - Conduct a full risk assessment before beginning any work to identify potential hazards and the appropriate control measures needed. - Train all personnel involved in the operation and maintenance of the generator on safe-working procedures, and ensure they have the necessary qualifications and licenses. - Ensure that all electrical cables, equipment, and appliances are inspected and maintained regularly for signs of wear, damage, or malfunction that could pose an electrical hazard. - Use non-conductive mats, protective gloves, and insulated tools where possible to minimise the risk of electric shock when working near live electrical equipment. - Clearly mark all electrical equipment and wiring with appropriate warning signs, labels, and tags to caution workers about potential hazards. - Implement a strict lockout/tagout (LOTO) procedure for any maintenance or repair work involving electrical equipment to prevent accidental power activation. - Provide adequate lighting in and around the work area to help workers identify and avoid hazards more easily. - Wear appropriate Personal Protective Equipment (PPE), such as safety boots, gloves, and high-visibility vests, to reduce the risk of injury from slips, trips, and falls. - Regularly inspect walkways and access routes leading to the generator area for any hazards and rectify them immediately. - Establish and maintain clear communication lines between workers, supervisors, and other stakeholders to ensure everyone stays informed of potential hazards, work progress, and any changes in conditions or plans. - Keep emergency response equipment, such as fire extinguishers and first aid kits, readily accessible in case of accidents or incidents. - Periodically review and update the Safe Work Method Statement (SWMS) for generator operation and maintenance to ensure it remains relevant and effective, addressing any new or emerging hazards that may emerge over time. 	1L	
2. Generator Placement	Incorrect lifting technique, Obstructed access	3H	<ul style="list-style-type: none"> - Provide training to workers on correct lifting techniques, such as bending at the knees and keeping a straight back while lifting heavy items. - Require all personnel involved in generator placement to wear necessary personal protective equipment (PPE), including steel-toed boots, gloves, safety helmets, and high-visibility vests. 	2M	

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			<ul style="list-style-type: none"> - Ensure that access pathways to the generator site are kept clear of obstructions and debris throughout the installation process. - Use mechanical aids, such as hand trucks or pallet jacks, whenever possible to move the generator safely into place. - Position the generator on a stable and level surface, ideally, a concrete base or designated mounting pads, to minimise risks associated with uneven terrain. - Assign designated safety officers to oversee the generator placement process and ensure compliance with workplace health and safety regulations. - Inspect the integrity of any lifting equipment prior to use, ensuring chains, hooks, and slings are free from damage and within their load capacity limits. - Establish and consistently follow communication protocols between workers during generator placement, such as using hand signals or two-way radios. - Modify the work schedule, when necessary, to avoid placing generators during adverse weather conditions, such as heavy rain or strong winds. - If a crane is required for generator placement, hire only certified professionals and establish exclusion zones to prevent unauthorised access during the lift. - Conduct a risk assessment before installing the generator, identifying potential hazards and determining appropriate control measures to mitigate those risks. - Develop an emergency response plan tailored to incidents involving generator placement, educating workers on appropriate actions to take in the event of an accident. - Regularly review and update the Safe Work Method Statement (SWMS) for generator placement to ensure its continued effectiveness in managing risks associated with this work step. 		
3. Fuel Loading	Fuel spills, Fire/Explosion hazard	3H	<ul style="list-style-type: none"> - Ensure proper training and instruction for workers responsible for fuel loading, including the correct handling, storage, and disposal of fuels. - Provide appropriate personal protective equipment (PPE) like gloves, safety goggles, and spill-resistant aprons for workers dealing with fuel loading tasks. - Implement a regular maintenance and inspection schedule for fuel containers, hoses, pumps, and connections to prevent leaks and spills. - Establish clear guidelines and protocols for fuel loading, emphasising the need for caution and mindfulness while handling flammable materials. - Utilise secondary containment systems such as bunds or spill pallets to contain accidental spills during the fuel loading process, making sure that these containment systems are properly maintained and inspected regularly. - Store fuel supplies in clearly marked, approved containers and away from potential ignition sources, ensuring appropriate ventilation and storage conditions consistent with manufacturer recommendations. 	1L	

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			<ul style="list-style-type: none"> - Maintain emergency response equipment like fire extinguishers and spill kits at fuel loading locations, ensuring that they are easily accessible and that workers know how to use them effectively. - Regularly review and update emergency response plans covering scenarios like fuel spills or fires, conducting periodic practice drills to minimise hesitation and confusion in case of real emergencies. - Establish proper signage and hazard identification at fuel loading areas, alerting workers and site visitors to potential risks associated with fuel handling. - Limit smoking, open flames, or any heat-generating equipment within a designated, safe distance from fuel loading operations as part of an overall site safety management plan. - Implement a system for safely transferring fuel between containers and generators to reduce the risk of spillage, using pumps or dedicated pouring devices designed to minimise spill hazards. - Conduct ongoing risk assessments and reviews of fuel loading processes, considering any changes in equipment, materials, or workplace configurations which could present new hazards or affect existing control measures. 		
4. Connection to System	Electrocution, Equipment damage	4A	<ul style="list-style-type: none"> - Regular inspection and maintenance: Ensure the genset and all electrical components are regularly inspected and maintained by a qualified electrician to prevent any potential risks of electrocution or equipment damage. - Use of insulated tools: While connecting the genset to the system, operators must use insulated tools to prevent accidental contact with live wires, reducing the risk of electrocution. - Clear identification and labeling: All electrical connections, cables, and equipment involved in the process should be clearly labelled and colour-coded to ensure proper connection and avoid equipment damage. - Installation of residual current devices (RCDs): RCDs should be installed in the circuit to provide additional protection against electric shock by detecting any leakage currents and immediately disconnecting the power supply. - Appropriate protective equipment (PPE): Operators must wear appropriate PPE such as gloves, safety glasses, and non-conductive boots while carrying out tasks involving electrical connections to minimise exposure to hazards. - Lockout/tagout procedures: Implement lockout/tagout procedures to ensure that equipment is safely isolated from the power source before any work takes place, preventing accidental energization of the system. - Training and competency: Ensure all personnel involved in the connection process are adequately trained and competent in handling electrical systems and generators to reduce the risks associated with human errors. 	2M	

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			<ul style="list-style-type: none"> - Verification of power source: Before starting the connection process, verify that the generator voltage, frequency, and phase match the electrical system's requirements to prevent equipment damage or operational issues. - Elimination of moisture: Properly dry and clean all electrical components, cables, and connections to eliminate moisture, dirt, or debris, preventing accidents due to short-circuiting or slipping hazards. - Adequate workspace clearance: Maintain an adequate clearance around the area where electrical connections are made, ensuring that no loose materials or obstructions could cause tripping hazards or interfere with the connection process. - Emergency response procedures: Develop and implement clear emergency response procedures and train staff on how to react in case of electrical accidents or equipment malfunctions, allowing for a swift and effective response to any incidents that may occur. 		
5. Operation Monitoring	Noise exposure, Vibration hazards	2M	<ul style="list-style-type: none"> - Implement regular monitoring and scheduling of noise exposure levels in the workplace to assess risks associated with prolonged exposure to generator operation. - Ensure all workers operating or working near the generator (Genset) have received appropriate training on recognizing and mitigating noise and vibration hazards. - Make certain that all workers are provided with and wear appropriate personal protective equipment (PPE), such as earmuffs or earplugs, to minimise noise exposure when working near the generator. - Encourage workers to take breaks away from the noise source to reduce the duration of noise exposure and alleviate the effects of continuous generator noise. - Conduct regular inspections and maintenance of the generator to identify and address any mechanical issues contributing to excessive noise or vibrations. - Utilise sound barriers, insulation materials, or acoustic enclosures around the generator to minimise noise transmission and dampen vibrations. - Position the generator as far away as possible from work areas or common spaces to create distance between workers and noise sources. - Establish communication systems that do not rely on verbal instructions to avoid the need for workers to expose themselves to high noise levels when communicating with others within their team, i.e., hand signals and two-way radios. - Regularly update worker health and safety documentation to include thorough risk assessments on potential noise and vibration hazards related to generator usage. - Investigate generator replacement options that prioritise newer models designed with reduced noise and vibration output. - Foster a positive company culture where workers feel comfortable reporting hazardous noise or vibration exposures, encouraging open dialogue about workplace health and safety concerns. 	1L	

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			<ul style="list-style-type: none"> - Consult with a Workplace Health and Safety Consultant to gain expert insight into best practices for minimising noise and vibration risks in relation to generator operation, as well as ensuring compliance with all local, state, and federal regulations. 		
6. Maintenance & Inspection	Incorrect isolation, Inadequate PPE	3H	<ul style="list-style-type: none"> - Implement a lockout/tagout (LOTO) system for the generator during maintenance and inspection tasks to ensure total energy isolation before any work begins. - Provide thorough and ongoing training for workers on the proper use of LOTO systems, ensuring that only those who are trained and authorised perform maintenance and inspection tasks. - Ensure that workers can easily access emergency stop buttons or switches on the genset to quickly stop the machine in case of any incident. - Conduct regular equipment checks to identify any damage or wear and tear, which could lead to potential workplace hazards while performing maintenance or inspection tasks on the generator. - Develop a systematic inspection schedule to perform routine maintenance on the generator, ensuring that it is fully operational, safe, and compliant with manufacturer recommendations and local regulations. - Encourage a culture of reporting near misses and incidents without the fear of retribution so that corrective actions can be taken promptly to prevent recurrence. - Require workers to wear appropriate personal protective equipment (PPE), such as earplugs or earmuffs, safety glasses or goggles, gloves, and high-visibility clothing as per task requirements and risk assessment outcomes. - Establish a designated maintenance area with adequate lighting, proper tools, a clean working environment, and standard operating procedures specific to genset inspections and maintenance tasks. - Establish clear communication channels among team members to address any process-related concerns or changes immediately, ensuring everyone is aware of potential hazards and updates in control measures. - Regularly review and update documented Safe Work Method Statements (SWMS) and risk assessments to address any new hazards that may arise due to changes in equipment, operations, or legislation. - Promote ongoing training and education opportunities for all employees involved in the maintenance and inspection of generators, keeping them up-to-date on emerging industry practices and maintaining their competency in performing their roles safely and effectively. 	1L	
7. Emergency Shutdown	Inadequate escape routes, Panic during emergency	2M	<ul style="list-style-type: none"> - Regularly inspect and maintain emergency escape routes, ensuring they remain unobstructed and easily accessible at all times. 	1L	

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			<ul style="list-style-type: none"> - Clearly mark and signpost all emergency exits, with illuminated signage if necessary, to facilitate quick identification and use during an emergency situation. - Provide comprehensive emergency response training for all workers involved in operating the generator, reinforcing proper shutdown procedures and safe evacuation routes. - Designate appropriate personnel to be responsible for overseeing emergency situations and ensure their contact information is readily available to all staff members. - Develop a step-by-step emergency action plan (EAP) that includes detailed shutdown procedures for the generator, communication protocols between team members, and designated assembly points following evacuation. - Conduct regular emergency drills simulating various scenarios, such as fires, gas leaks or natural disasters, to ensure all workers are aware of how to respond and improve preparedness in case of an actual emergency. - Display instructional posters near the Genset area detailing the emergency shutdown process, how to operate fire extinguishers and other relevant safety equipment, and where to find additional resources or assistance. - Establish a robust internal communication system that ensures timely updates during emergencies, including alarms, PA systems or walkie-talkies, facilitating quick decision-making and reducing the risk of panic. - Store flammable materials, hazardous substances, and heavy equipment away from escape routes to minimise the likelihood of obstructions in the event of an emergency. - Ensure that critical Genset components, such as the emergency stop button, are easily accessible and positioned in clearly visible locations to facilitate rapid shutdown if necessary. - Provide adequate first-aid kits and trained first-aid responders on-site to quickly address any injuries sustained during an emergency, effectively reducing panic and increasing overall workplace safety. 		
8. Ventilation Management	Poor air quality, Asphyxiation hazard	3H	<ul style="list-style-type: none"> - Conduct a thorough risk assessment before initiating work to identify possible areas of poor air quality and asphyxiation hazard. - Ensure all workers are trained on the importance of proper ventilation management and the potential hazards associated with poor air quality and asphyxiation. - Install adequate mechanical ventilation systems, such as exhaust fans or air purifiers, to maintain good air quality within the work area. - Ensure generators are placed outdoors or in well-ventilated areas to avoid an accumulation of toxic fumes. - Regularly monitor and measure air quality levels throughout the work site, paying particular attention to areas where generators are in use. 	1L	

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			<ul style="list-style-type: none"> - Establish and enforce clear guidelines on maximum exposure limits to potentially hazardous substances or gases present in the work environment. - Keep all doors and windows open, if possible, to ensure a continuous flow of fresh air through the workspace. - Provide and mandate the use of appropriate personal protective equipment (PPE), including respirators and face masks, for workers operating in areas with potentially poor air quality. - Create designated break times and rest/refreshment zones in well-ventilated areas for workers to recuperate from possible exposure to harmful substances. - Develop and implement a system for regular inspection and maintenance of ventilation systems to ensure they remain in optimal working condition. - Monitor weather conditions closely and adjust ventilation strategies accordingly, especially for outdoor generator operations. - Establish and enforce strict protocols restricting unauthorised personnel from entering poorly ventilated or hazardous areas during generator operation. - Implement a robust incident reporting mechanism and encourage employees to report any concerns related to inadequate ventilation or potential asphyxiation hazards immediately. 		
9. Genset Decommissioning	Release of hazardous materials, Manual handling injuries	2M	<ul style="list-style-type: none"> - Properly shut down the generator following manufacturer guidelines, ensuring all power outputs are disconnected and fuel lines closed off. - Conduct a thorough risk assessment of the decommissioning process, identifying potential hazards, their likelihood, and severity. - Implement effective communication and signage to inform workers of the decommissioning activities taking place and associated hazards. - Provide appropriate personal protective equipment (PPE) such as gloves, safety glasses, and steel-capped boots to reduce the risk of injury during the decommissioning process. - Conduct regular training sessions and toolbox talks for workers involved in the decommissioning process to ensure they are familiar with safe work procedures and best practices. - Ensure workers are trained in proper lifting techniques and follow these when handling or moving heavy equipment components. - Use appropriate mechanical aids such as pallet jacks, trolleys, or cranes to minimise manual handling of heavy or bulky items during the decommissioning process. - Establish designated pathways and exclusion zones to manage foot traffic around the decommissioning area, reducing the risk of collisions and injuries. 	1L	

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			<ul style="list-style-type: none"> - Store hazardous materials, such as batteries and fuel, in designated containers and locations to minimise the risk of leakages or spills during the decommissioning process. - Develop and implement a comprehensive waste management plan that includes the collection, storage, transport, and disposal of hazardous materials according to local regulations. - Implement a spill control plan, complete with spill kits, to address any accidental leakages or spills of hazardous materials during genset decommissioning. - Keep an up-to-date Material Safety Data Sheet (MSDS) on site and readily available for reference in case of unexpected hazardous material exposure. - Regularly monitor and review the effectiveness of implemented control measures and adjust them as needed to maintain a high level of safety throughout the decommissioning process. - Encourage workers to report any health and safety concerns or potential hazards to their supervisors, allowing management to take prompt action in addressing these issues. 		
10. Disposal & Recycling	Environmental contamination, Hazardous waste accidents	3H	<ul style="list-style-type: none"> - Establish proper waste disposal procedures: Ensure that all operators are trained in proper waste disposal methods to prevent spills, leaks, and contamination of the environment. - Label hazardous materials accordingly: Clearly mark all hazardous waste containers with appropriate labels or taggings, including their chemical composition, toxicity levels, and any essential handling instructions. - Implement regular audits and inspections: Conduct regular assessments of storage areas, equipment, and disposal processes to identify and rectify any potential problems before they become significant threats. - Use secondary containment systems: Equip storage areas with secondary containment systems (such as drip trays or bunding) to capture and contain any accidental spills, leaks, or release of hazardous materials. - Store hazardous waste separately: Keep different types of hazardous waste separated and appropriately contained to minimise the risk of cross-contamination and accidents during transportation, storage, and disposal. - Comply with local environmental regulations: Ensure all disposal and recycling activities adhere to the relevant Environmental Protection Authority (EPA) guidelines, permits, and legislation related to hazardous waste management. - Develop emergency response plans: Create comprehensive and site-specific emergency response plans for dealing with potential hazardous waste incidents, including spill containment, cleanup and reporting procedures, and evacuation protocols. - Utilise licensed waste removal contractors: Engage qualified, experienced, and authorised waste disposal contractors for transporting and disposing of hazardous 	2M	

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			<p>waste according to current regulations to ensure efficient and safe practices are followed.</p> <ul style="list-style-type: none"> - Encourage recycling and waste minimization efforts: Promote the use of reusable or recyclable materials whenever possible, and work together with the project team to identify opportunities to reduce hazardous waste production throughout the work process. - Provide appropriate personal protective equipment (PPE): Supply and enforce the use of suitable PPE for workers handling hazardous waste, such as gloves, safety goggles/glasses, and disposable overalls, to minimise contact and decrease the risks associated with exposure. 		
11. Reporting & Documentation	Inaccurate records, Failure to report incidents	1L	<ul style="list-style-type: none"> - Ensure all staff members are properly trained in record keeping and incident reporting procedures. - Develop comprehensive and standardised documentation templates for various activities to minimise inaccuracies and inconsistencies. - Implement a strict filing procedure for organising documents and maintaining easy access to all relevant records. - Regularly audit the record-keeping system for both accuracy and completeness, addressing any discrepancies immediately. - Encourage open communication among team members to ensure timely and accurate sharing of information. - Establish clearly defined roles and responsibilities for different staff members involved in record-keeping and reporting processes. - Implement automated solutions or software tools, where feasible, to simplify tracking and compilation of large volumes of data. - Hold regular team meetings to discuss potential issues and share updates on incidents, giving employees an opportunity to voice concerns and ask questions. - Instill a culture of accountability, emphasising the importance of accurate reporting and documentation for the overall safety of the workplace. - Keep clear documentation on maintenance schedules and servicing of equipment, including generator systems, to provide traceability and prevent failures from being overlooked. - Create a review system for reports submitted by employees, maintaining a feedback loop to ensure continuous improvement of documentation practices. - Establish an emergency response plan, inclusive of necessary steps and protocols for reporting incidents and managing crises, ensuring that all employees are familiar with the process. 	1L	

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			- Encourage employees to report near-miss incidents or close calls as well, to proactively address potential hazards and continuously improve overall safety in the work environment.		
12. Training & Supervision	Unauthorised access, Insufficient competency	2M	<p>- Provide appropriate training and certification to all personnel involved in the operation, maintenance, and supervision of the generator (genset) to ensure they have the necessary skills and competencies.</p> <p>2. Implement a strict access control system – limit access to authorised personnel only by providing identification cards, keys, or electronic access systems.</p> <p>3. Maintain an updated list of trained and authorised personnel – display this list visibly at the genset area to keep everyone informed of who has permission to work with the equipment.</p> <p>4. Post clear and visible warning signs around the genset area to inform people of hazards and emphasise that only authorised personnel are allowed access.</p> <p>5. Establish and enforce a minimum requirement for refresher training and competency assessments, at least once a year, to continuously evaluate the workforce's qualifications and address any skill gaps.</p> <p>6. Organise regular toolbox talks and safety meetings to discuss potential hazards, safe operating procedures, and any changes in personnel authorizations.</p> <p>7. Assign experienced supervisors to check and monitor work progress, adherence to safety regulations, and provide guidance when needed.</p> <p>8. Create an emergency response plan for situations where unauthorised access occurs, such as evacuating the area, shutting down the equipment safely, and escalating the issue to security and incident management teams.</p> <p>9. Utilise locks, barriers, fences, or other means to secure the genset area physically and prevent unauthorised entry.</p> <p>- Conduct periodic audits and inspections of the genset area to ensure compliance with safety protocols, proper use of access control measures, and personnel competency levels.</p> <p>- Encourage a culture of open communication where employees feel comfortable reporting any concerns about unauthorised access or insufficient competency without fear of repercussions, thus fostering a safer working environment.</p>	1L	

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

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

LEGISLATIVE REFERENCES

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

<p>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	