

Generator Portable | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Generator Portable

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	Trips and falls, Electrical hazards	2M	<ul style="list-style-type: none"> - Conduct a thorough inspection of the work area prior to commencing the task, identifying any trip hazards such as cables, equipment, or uneven surfaces, and eliminating them where possible. - Clearly mark any identified hazards that cannot be eliminated with high visibility tape or warning signs to alert all workers in the area. - Maintain a clean and organised work area, keeping walkways and access routes free from clutter and debris throughout the duration of the task. - Regularly inspect equipment, including extension cords and electrical connections, for damage or wear-and-tear before use, removing faulty equipment from service and reporting it for repair or replacement. - Ensure that portable generators are positioned on flat, stable surfaces away from water sources and at a safe distance from the work area to minimise the risk of electrical hazards from spills or exposure to moisture. - Implement a safety briefing before commencing work, educating all workers on the potential risks involved and explaining the importance of following Safe Work Method Statements (SWMS). - Thoroughly check that all loads being transported, stored, and used in the work area are secure and well-balanced, reducing the chance of unexpected movements causing trips or falls. - Always use appropriate Personal Protective Equipment (PPE), such as anti-slip footwear and protective gloves, to reduce the risk of injury in the event of encountering a hazard. - Use only tested and tagged electrical equipment, and ensure that Residual Current Devices (RCDs) are installed to provide additional protection against electrical hazards. - Establish an emergency response plan for the worksite, ensuring that all personnel are familiar with relevant safety procedures and clearly marked evacuation routes. - Schedule regular safety audits and toolbox talks to maintain awareness of workplace hazards, evaluate control measures, and promote a safety-first culture among all workers. 	1L	
2. Site inspection	Uneven surfaces, Sharp objects	2M	<ul style="list-style-type: none"> - Regular site inspections: Ensure that regular site inspections are conducted to identify and assess potential hazards such as uneven surfaces, sharp objects, and other dangers. - Install warning signs: Place appropriate warning signs in the areas where there may be a risk of uneven surfaces or sharp objects, alerting workers to proceed with caution. 	1L	

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			<ul style="list-style-type: none"> - Clear walking paths: Ensure that walking paths are clear and free from debris, ensuring workers have a safe path to maneuver around the worksite, avoiding hazardous areas. - Provide adequate lighting: Make sure the worksite has sufficient lighting for workers to see where they are walking and identify any hazards on the ground easily. - Use personal protective equipment (PPE): Workers should wear appropriate PPE, including sturdy work gloves and steel-capped boots to protect hands and feet from potential harm caused by sharp objects or uneven surfaces. - Implement good housekeeping practices: Maintain a clean and organised worksite by regularly removing debris and waste materials, mitigating the risk of tripping hazards or contact with sharp objects. - Train staff on hazard identification: Educate workers on how to identify potential hazards, such as uneven surfaces or sharp objects, and report them to their supervisors for immediate action. - Assess load-bearing capacity: Check the load-bearing capacity of the ground at the workplace, ensuring it can support the weight of the portable generator, minimising the risk of subsidence. - Use barrier systems: If necessary, establish designated walkways using cones or temporary fencing to channel foot traffic safely away from hazardous areas. - Level uneven surfaces: Where possible, level out any uneven surfaces at the worksite using sand, gravel, or other suitable materials to minimise the risk of trips and falls. - Store and dispose of sharp objects safely: Properly store and dispose of any potentially sharp objects, such as screws, nails, or glass fragments, in designated containers to eliminate the risk of injury. - Conduct risk assessments: Perform regular risk assessments of the worksite, documenting potential hazards like uneven surfaces or sharp objects and implementing corrective actions to minimise the risks associated with them. - Encourage a safety culture: Promote open communication among workers regarding safety concerns, fostering a culture where everyone takes responsibility for their own and their coworkers' wellbeing on the worksite. 		
3. Generator placement	Crush injuries, Noise exposure	2M	<ul style="list-style-type: none"> - Conduct a thorough risk assessment before placing the generator, identifying potential crush injury risks and suitable locations considering noise exposure. - Ensure adequate signage and hazard tape are used to mark the area around the generator, alerting workers of potential hazards. - Train workers who will be involved in placing the generator on proper handling techniques to minimise the potential for injuries. - Implement a buddy system where multiple workers collaborate on the placement of the generator, promoting communication, and a shared responsibility for safety. 	1L	

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			<ul style="list-style-type: none"> - Utilise appropriate Personal Protective Equipment (PPE) such as steel-toed boots, gloves, and noise-cancelling earmuffs or earplugs when working with the generator. - Ensure generator is placed on a stable and level surface to prevent it from moving or toppling over, especially during operation. - Consider placing barriers or fencing around the generator to prevent unauthorised access and minimise the risk of accidental contact. - Encourage regular breaks and rotation of tasks among workers to minimise the duration of exposure to noise and reduce the risk of hearing damage. - Implement an effective maintenance and inspection schedule for the portable generator to ensure its safe and efficient operation, including regular checks on anti-vibration mounts, exhaust systems, and other safety features. - Establish clear guidelines and protocols for emergency situations, such as spills or accidents involving the generator, and ensure all workers are familiar with these procedures. 		
4. Refuelling	Fuel spills, Fire hazard	3H	<ul style="list-style-type: none"> - Store fuel in an approved and clearly labelled container to prevent spills and minimise fire hazards during refueling. - Conduct a risk assessment before refueling the portable generator, identifying potential hazards and implementing appropriate control measures. - Refrain from overfilling the fuel tank and always use a funnel when pouring fuel to avoid spillage and reduce the risk of fires. - Ensure that the portable generator is switched off and has cooled down for at least 15 minutes before refueling to decrease the risk of ignition due to heat or sparks. - Carry out refueling operations in well-ventilated areas away from open flames, ignition sources, and people to minimise the dangers associated with fuel vapors and fumes. - Equip workers with appropriate personal protective equipment (PPE) such as gloves, goggles, and flame-retardant clothing during refueling procedures. - Establish and follow a strict spill response plan, including absorbent materials, containment barriers, and waste disposal procedures, to address and manage any fuel spills immediately. - Provide training for all staff members involved in the operation of portable generators on safe refueling practices and emergency procedures in the event of an incident. - Regularly inspect and maintain portable generators to ensure that all components, including fuel hoses, seals, and tanks, are in good condition and functioning correctly. - Enforce a designated smoking area that is at a safe distance from refueling stations and storage areas to further minimise risks related to fire hazards. 	2M	

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5. Pre-start checks	Leaking fluids, Pressure system failure	3H	<ul style="list-style-type: none"> - Proper Training: Ensure all operators and relevant personnel are provided with adequate training in pre-start checks for portable generators, including how to identify and handle leaking fluids and potential pressure system failures. - Regular Maintenance: Implement a routine maintenance schedule that includes regular inspection of generator components to identify any signs of wear, damage, or leakage. - Visual Inspection: Before each use, visually inspect the generator for signs of fuel or oil leaks and check hoses, seals, and gaskets for possible weaknesses or damages. - Pressure System Inspection: Thoroughly examine the pressure systems and relief valves before operation, ensuring that they are in good working condition and free from damage or obstructions. - Leak Containment: Place a leak containment tray or spill kit beneath the generator to capture any potential leaks and prevent them from spreading across the work area. - Emergency Shut-off Mechanism: Ensure that the generator is equipped with an accessible emergency shut-off mechanism that can be easily operated in case of fluid leakage or pressure system failure. - Personal Protective Equipment (PPE): Have appropriate PPE available and ensure workers wear it when conducting pre-start checks or operating the generator, such as gloves, safety glasses, and protective footwear. - Fuel Storage: Store fuels and oils in appropriate containers and away from the generator, and follow proper procedures when refueling to minimise the risk of spills or leaks. - Ventilation: Operate the generator in a well-ventilated area, ensuring there is sufficient airflow to dissipate any potential accumulation of fumes or gases released in the event of a leak or system failure. - Clear Work Area: Maintain a clear and unobstructed workspace around the generator by removing any excess materials or debris which might pose a trip hazard or impede access to safety equipment. - Documentation: Keep records of all maintenance, inspections, and trainings pertaining to the generator and make them available to all authorised users and relevant authorities. - Incident Reporting: Establish a process for reporting and investigating any incidents involving leaking fluids or pressure system failures to identify potential causes, mitigate future risks, and improve the overall safety culture within the organisation. 	2M	
6. Generator start-up	Noise exposure, Electrical hazards	2M	<ul style="list-style-type: none"> - Conduct a thorough risk assessment before starting the generator to identify potential noise and electrical hazards in the work area. 	1L	

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			<ul style="list-style-type: none"> - Ensure that all personnel involved in the generator start-up process have received proper training on the safe use of portable generators, including how to recognise and control associated hazards. - Establish and communicate clear exclusion zones around the generator to keep unauthorised individuals and passers-by at a safe distance during start-up. - Provide appropriate personal protective equipment (PPE) for workers, such as earplugs or earmuffs to protect against noise exposure, and insulated gloves to mitigate electrical risks. - Implement a regular maintenance schedule for the generator, checking components for wear, tear, and damage to prevent potential electrical hazards and to ensure it operates effectively with minimal noise output. - Position the generator on a stable, level surface to reduce the risk of accidental tipping or falling, which could pose significant electrical or noise risks. - Use extension cords, power strips, and connectors rated for the specific voltage and amperage of the generator to minimise the likelihood of electrical malfunctions and fire hazards. - Ensure that fuel storage and refueling procedures follow regulatory guidelines, and that all flammable materials are kept away from the generator to eliminate potential fire risks or combustion-related noise hazards. - Implement a communication plan, including hand signals or two-way radios, to ensure that workers can effectively communicate with one another while wearing hearing protection in the high-noise environment. - Monitor the generator's decibel levels periodically with a sound level meter to ensure compliance with workplace noise regulations and make adjustments as necessary to protect worker health. - Develop and implement an emergency response plan, including first aid and emergency shut-off procedures, addressing possible scenarios such as electrical accidents or generator failure, to promote a safe working environment. 		
7. Load connection	Electric shocks, Overloading	3H	<ul style="list-style-type: none"> - Conduct a pre-startup inspection: Inspect the generator, cables, and appliances for any signs of damage, wear or corrosion before connecting the load. Address any issues discovered before proceeding with the work. - Use qualified personnel: Only allow licensed electricians or appropriately trained individuals to connect and operate the portable generator to ensure proper procedures are followed. - Implement a lockout/tagout system: Place warning signs, tags or barricades in areas where live equipment may be accessible to unauthorised personnel, ensuring that only authorised staff handle electrical equipment. 	2M	

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			<ul style="list-style-type: none"> - Select appropriate cables and accessories: Use durable, weather-resistant cables that match the generator's maximum output rating to prevent overloading and possible fire hazard. - Ensure secure connections: Securely fasten all cords, plugs, and sockets to prevent accidental disconnections or contact with live parts, reducing the risk of electrocution. - Ground the generator: Connect the generator frame to a proper grounding electrode, as per manufacturer's recommendations, to minimise the risk of electrical shocks. - Use RCD or GFCI protection: Install residual current devices (RCD) or ground fault circuit interrupters (GFCI) on outlets, which will automatically disconnect power if an imbalance in current is detected to help protect against electric shocks. - Don't overload the generator: Be aware of the generator's capacity and avoid exceeding its maximum power output. Always reference the owner's manual for guidelines on load limits. - Monitor workload regularly: Continuously assess and manage the generator's workload throughout operations, adjusting or redistributing loads as needed. - Avoid working in wet conditions: Keep the generator, cords, and appliances dry and set up on raised platforms or water-resistant surfaces when used outdoors. - Communicate effectively: Ensure workers are aware of potential hazards and the necessary control measures. Communicate updates as conditions change during the course of work. - Adequate ventilation: Position portable generators well away from enclosed spaces to avoid the build-up of harmful exhaust fumes, especially carbon monoxide. - Regular maintenance programme: Implement a systematic approach for inspecting, testing, and maintaining the generator in compliance with manufacturer's recommendations to ensure equipment stays in proper working condition, mitigating potential hazards. 		
8. Generator operation	Noise exposure, Exhaust fumes	3H	<ul style="list-style-type: none"> - Regular maintenance: Ensure that the portable generator is regularly maintained and in good working condition to reduce noise levels and minimise the emission of exhaust fumes. - Proper positioning: Place the generator outdoors and as far away as possible from the work area, taking into account the wind direction to prevent exhaust fumes from entering the workspace. - Use of temporary enclosures: Utilise temporary noise barriers or enclosures around the generator to reduce noise exposure to workers and nearby surroundings. - Ear protection: Provide appropriate personal protective equipment (PPE), such as earplugs or earmuffs, for workers who are exposed to high noise levels during generator operation. 	1L	

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			<ul style="list-style-type: none"> - Training and communication: Ensure that all workers are aware of the potential hazards associated with generator operation through appropriate training and communication processes. Encourage workers to report any concerns or issues immediately. - Exhaust pipe positioning: Make sure the exhaust pipe is directed away from workers and enclosed spaces to prevent the accumulation of toxic fumes. - Carbon monoxide detectors: Install carbon monoxide (CO) detectors in any enclosed spaces near the generator to monitor and detect dangerous concentrations of CO gas. - Avoid overlapping tasks: Schedule work tasks in a way that minimizes the number of workers exposed to noise and exhaust fumes at any given time. - Appropriate ventilation: Ensure that adequate ventilation is provided around the generator to disperse exhaust gases and reduce the concentration of harmful substances in the air. - Regular breaks: Allow workers operating the generator or working in its vicinity to take regular breaks in a designated safe zone free from noise exposure and exhaust fumes. This helps to prevent long-term damage to their health. 		
9. Equipment maintenance	Contact with moving parts, Electrocutation	3H	<ul style="list-style-type: none"> - Regular inspection and maintenance: Ensure that the portable generator is routinely inspected and maintained as per the manufacturer's guidelines to prevent any hazards from malfunctioning equipment. - Use of proper PPE: Ensure that all workers operating or servicing the portable generator are provided with appropriate Personal Protective Equipment (PPE) such as electrical insulating gloves, safety footwear, and eye protection. - Lockout/tagout procedures: Implement lockout/tagout procedures when conducting repairs, maintenance, or servicing of the portable generator to ensure that it cannot be inadvertently started or energised. - Trained personnel: Make sure that only qualified and trained personnel are allowed to operate, maintain, and service the portable generator to ensure safe operation. - Safe work procedures: Develop and document safe work procedures for equipment maintenance tasks, including steps to isolate and secure the generator before working on it. - Visual inspection: Before each use or scheduled maintenance, perform a visual inspection of the generator for any signs of wear, damage, or loose connections that could lead to hazards. - Correct tools and equipment: Ensure the appropriate tools and equipment are used during maintenance activities to minimise the risk of accidents or injuries. - Guarding moving parts: Ensure all moving parts of the portable generator are adequately guarded to prevent contact during operation or maintenance. 	2M	

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			<ul style="list-style-type: none"> - Disconnect power sources: During maintenance, disconnect the power source and remove the spark plug wire to eliminate the risk of electrocution or accidental starting. - Ventilation: Conduct maintenance activities in well-ventilated areas to avoid the build-up of exhaust fumes and reduce the risk of carbon monoxide poisoning. - Emergency response plan: Develop and implement an emergency response plan that addresses potential hazards associated with the portable generator, including training for all personnel in first aid and emergency procedures. - Proper storage: Ensure that the portable generator is stored in a clean, dry environment to extend its life, minimise corrosion, and reduce the potential for electrical hazards. - Documentation: Keep accurate documentation of all maintenance activities to track the frequency of inspections and servicing, as well as any repairs or replacement parts needed. - Communication: Regularly communicate safety concerns, precautions, and updates with all personnel working with or around the portable generator to ensure everyone is aware of potential hazards and best practices for safe operation and maintenance. 		
10. Load disconnection	Electrical hazards, Electric shocks	2M	<ul style="list-style-type: none"> - Ensure only trained and authorised personnel are involved in the loading and disconnection processes to prevent potential electrical hazards. - Conduct a thorough risk assessment before starting any work on generator load connections or disconnections, and ensure proper PPE (Personal Protective Equipment) is worn at all times. - Establish clear communication channels and signals between the personnel handling the generator and the workers tasked with load connection and disconnection. - Regularly inspect and maintain the portable generator and all related equipment to guarantee their condition and performance, minimising the risks associated with electrical hazards and shocks. - Implement a 'Lock-out/Tag-out' procedure to certify that the correct and safe sequence of operations is followed by preventing unauthorised access to specific switches and electrical components during the process. - Prioritise the use of non-conductive tools and insulated gloves for any tasks involving direct interaction with electrical components, reducing the risk of electric shocks. - Schedule regular breaks and training sessions for employees to help identify potential hazards and foster a culture of safety within the workplace. 	1L	

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			<ul style="list-style-type: none"> - Maintain a safe working distance between personnel and the portable generator, particularly when connecting or disconnecting loads, to minimise hazards associated with electricity. - Clearly mark areas where electrical work is taking place to ensure awareness among other workers on-site and reduce the risk of accidental contact with electrical components. - Follow manufacturer guidelines when it comes to the specifications and limitations of the portable generator, ensuring appropriate use and preventing overloading scenarios. - Keep an up-to-date emergency plan, including details on how to respond to electrical incidents like short circuits or electric shocks, ensuring swift action in case of accidents. - Encourage open dialogue among team members regarding best practices and potential improvements to current procedures, fostering a proactive approach towards health and safety within the workplace. 		
11. Generator shut-down	Burns from hot components, Residual pressure	2M	<ul style="list-style-type: none"> - Proper Training: Ensure that all operators are well-trained and competent in the safe shut-down procedures of portable generators. - Personal Protective Equipment (PPE): Workers should wear appropriate PPE, such as thermal gloves and safety footwear, to minimise the risk of burns from hot components during generator shut-down. - Cool-Down Period: Allow the generator to cool down for a sufficient amount of time before initiating the shut-down process or performing maintenance tasks to reduce the risk of burns. - Clear Workspace: Ensure the surrounding area is clear and there is no clutter, which may cause trips or falls while approaching or working on the generator. - Lockout/Tagout Procedures: Implement proper lockout/tagout procedures to ensure that the generator remains deenergized throughout the shut-down process, reducing risks associated with residual pressure and electrical hazards. - Proper Ventilation: During generator shut-down, provide adequate ventilation to disperse any harmful fumes or gases generated during operation. - Visual Inspection: Perform a thorough visual inspection of the generator set, looking for signs of damage, leaks or other issues that could pose a hazard during shut-down. - Gradual Shut-Down: Follow manufacturer's instructions for gradually shutting down the generator, allowing pressures to stabilise and decrease before full shut-down. - Residual Pressure Release: Ensure that all residual pressure in the generator system is released safely, through valves or other release mechanisms, before attempting to service or move the unit. 	1L	

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			<ul style="list-style-type: none"> - Maintenance Schedules: Regularly inspect and maintain the generator according to the manufacturer's guidelines, keeping records of performed maintenance to demonstrate due diligence in reducing risks associated with shut-down procedures and residual pressure-related hazards. - Emergency Response Plan: Establish an emergency response plan that addresses potential incidents related to generator shut-down procedures, including injuries caused by burns, residual pressure hazards, and exposure to hazardous substances. Train workers in executing the plan, and perform periodic drills to ensure preparedness. 		
12. Post-operation checks	Fluid leaks, Damaged cables	2M	<ul style="list-style-type: none"> - Ensure that all personnel involved in the operation are trained and competent in the handling of portable generators and are familiar with the specific model being used. - Conduct a thorough visual inspection of the generator before powering it down, focusing on any visible signs of damage or leaks. - Verify that all connections to the generator have been properly disconnected, including power cables, fuel lines, and any other attachments. - Utilise drip trays or absorbent materials beneath the generator during operation to catch potential fluid leaks, minimise environmental impact, and facilitate clean-up efforts. - Regularly inspect all cables for physical damage, fraying, or loose connections. Replace damaged cables immediately and maintain an inventory of spare cables for emergencies. - Check the fuel tank, oil reservoir, and coolant levels for any changes or inconsistencies that might indicate a leak. - Inspect the area surrounding the generator for evidence of spilled fuel, oil, or coolant, taking appropriate measures to clean up and dispose of hazardous materials according to local regulations. - If a fluid leak is detected, isolate the area and notify the appropriate personnel. Take necessary steps to identify the source of the leak and repair it as soon as possible. - Implement a regular maintenance schedule for servicing portable generators, including checking for worn components, tightening loose bolts, and ensuring that all safety features are functioning correctly. - Provide employees with personal protective equipment (PPE), such as gloves, safety glasses, and high-visibility clothing, to protect them from potential hazards associated with fluid leaks and damaged cables. - Clearly communicate all safety protocols and procedures related to post-operation checks, including the identification and reporting process for hazards such as fluid leaks and damaged cables. 	1L	

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			<ul style="list-style-type: none"> - Encourage a culture of vigilance and responsibility among team members by emphasising the importance of proactively identifying potential hazards and raising concerns. - Keep an incident log to document any occurrences of fluid leaks, damaged cables, or other hazards. Regularly review and analyse the log to identify trends and areas for improvement. - Implement a system for regularly reviewing and updating the Safe Work Method Statement (SWMS) to ensure that it accurately reflects current best practices for mitigating hazards associated with portable generator use. 		
13. Generator relocation	Manual handling, Vehicle hazard	2M	<ul style="list-style-type: none"> - Proper Lifting Technique: Ensure workers follow proper manual handling techniques while lifting or moving the portable generator to avoid injuries. - Adequate Training: Provide regular training and refreshers on safe manual handling procedures, including lifting, lowering, pushing, and pulling loads. - Use of Mechanical Aids: Encourage the use of trolleys, dollies or other mechanical aids to assist in the relocation of the portable generator. - Pre-Task Risk Assessment: Conduct a risk assessment before relocating the generator to identify any potential hazards and put suitable control measures in place. - Correct PPE: Ensure all personnel involved in the relocation wear appropriate PPE, such as safety footwear, gloves, and high-visibility clothing. - Physical Fitness: Check that workers carrying out the relocation have the necessary physical fitness levels and are capable of performing the task without risk of injury. - Clear Pathway: Make sure that the pathway for relocation is clear of obstructions and free from trip hazards, spills, and debris. - Teamwork and Communication: Encourage teamwork and clear communication among personnel, ensuring they understand the relocation plan and their responsibilities during the process, to help prevent accidents. - Vehicle Safety: If using a vehicle for the relocation, ensure it is well-maintained, appropriately sized, and operated by a trained and licensed driver. - Traffic Management: Set up an effective traffic management system to safeguard workers, vehicles, and pedestrians during the relocation process. - Safe Speeds: Adhere to designated speed limits and operate vehicles slowly and cautiously during the relocation, ensuring increased visibility and reduced braking distance. - Monitor Weather Conditions: Be aware of current and projected weather conditions, such as rain or high winds, which can create additional hazards and risks during the generator's relocation. 	1L	

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			<ul style="list-style-type: none"> - Emergency Procedures: Have emergency response plans in place, along with appropriate first aid equipment, and ensure workers are trained in their use. - Regular Reviews: Continuously monitor and evaluate the effectiveness of control measures, updating them as necessary to ensure the ongoing safety of personnel involved in the relocation process. 		
14. Storage and transport	Improper storage, Unsecured load	3H	<ul style="list-style-type: none"> - Ensure all portable generators are stored in a well-ventilated and secure area, protected from unauthorised access, moisture, and extreme temperatures. - Conduct regular inspections of storage areas to identify potential hazards or maintenance needs to prevent accidents or deterioration of equipment. - Implement clear and concise labeling for designated storage areas, informing employees which materials belong in each location. - Equip the storage area with proper fire prevention measures, such as fire extinguishers, smoke detectors, and emergency exits. - Train employees on appropriate handling and storage procedures, including weight distribution and stacking limitations. - Use pallets or shelving to elevate portable generators off the ground and protect them from water damage, pests, or dirt. - Enforce the usage of appropriate Personal Protective Equipment (PPE), such as gloves and steel-toed boots, when handling portable generators in the storage area. - Store fuel separately from portable generators, ensuring it is kept in approved and clearly labelled containers within a secure, well-ventilated space. Regularly inspect fuel storage containers for leaks or signs of deterioration. - Prioritise having spill containment measures readily available to manage any accidental spills or leaks in the storage area. - During transport, utilise restraining devices (e.g., ratchet straps, chains, and rope) to secure portable generators to an appropriate surface, making sure they are evenly distributed and adequately fastened to prevent movement. - Follow manufacturer recommendations regarding maximum stacking heights and weight limits during transport to reduce the risk of unbalanced loads or potential collapse. - Ensure that loading and unloading methods adhere to safe manual handling techniques, utilising mechanical aids like forklifts or trolleys whenever possible. - Perform a thorough pre-trip inspection of the transport vehicle, focusing on lights, brakes, tires, securing mechanisms, and weight distribution. - Provide ongoing training and refresher courses for workers who are responsible for the storage and transport of portable generators to ensure they remain up-to-date on industry best practices and safety guidelines. 	2M	

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15. Emergency response	Fire, Electrocutation, Injuries	3H	<ul style="list-style-type: none"> - Fire extinguisher: Ensure that a suitable and properly maintained fire extinguisher is readily available at the worksite, with all workers trained in its use to quickly tackle any potential fires caused by the portable generator. - Emergency response training: Regularly conduct emergency response training for all workers, ensuring they are aware of the proper procedures to follow in case of fire, electrocution, or injury, including evacuation and contacting emergency services. - Inspect equipment: Routinely inspect the portable generator for any signs of damage, wear or malfunction that could lead to hazards, and report any issues found to a supervisor for prompt repair or replacement. - Proper grounding: Follow manufacturer's instructions for grounding the portable generator to prevent the risk of electrocution due to electrical faults or improper grounding. - Safe refueling practices: Make sure workers are aware of safe procedures when refueling generators, such as waiting for the equipment to cool down, using an approved fuel container, and avoiding smoking or open flames during fuel handling. - Personal protective equipment (PPE): Provide appropriate PPE for workers, such as safety gloves, eye protection, and insulated boots to minimize the risk of injuries and accidents during generator operation. - Accident reporting: Encourage workers to immediately report any accidents, near misses, or unsafe conditions related to the portable generator so that appropriate corrective measures can be taken in a timely manner. - Clear workspace: Keep the area surrounding the portable generator clear of debris, flammable materials, and other trip hazards to minimize the risk of accidents and facilitate quick emergency response if needed. - Signage and warnings: Post clear signage and warnings around the portable generator on the potential hazards associated with its operation, such as the risk of electrocution, fire, or injury, to help prevent accidents and improve worker awareness. - Emergency contact information: Display emergency contact information, including numbers for local fire, police, and medical services, prominently at the worksite to ensure quick response in the case of any accidents or emergencies involving the portable generator. 	1L	
16. Documentation update	Incomplete records, Noncompliance	2M	<ul style="list-style-type: none"> - Regular training and refresher courses for employees responsible for maintaining documentation, to ensure they understand the importance of accurate record-keeping and the potential consequences of incomplete records. - Implementation of a centralized document management system that provides access to all relevant workers and stakeholders, allowing for easy updates, storage, and retrieval of important documents such as SWMS, risk assessments, and incident reports. 	1L	

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			<ul style="list-style-type: none"> - Establishing clear guidelines on how often documentation should be updated, and by whom, to ensure consistent and timely updates throughout the project duration. - Introduction of standardised document templates to maintain consistency in format and content, making it easier for all parties involved to understand and follow the required procedures. - Setting up regular audits of documentation by internal or external auditors, to identify areas of incomplete record-keeping or noncompliance, and to provide recommendations on improvements. - Ensuring that all necessary permits, licenses, and certificates are obtained, and copies are filed in the appropriate documentation system or repository. - Introducing an escalation process to report instances of noncompliance with documentation requirements, to ensure proper corrective actions are taken in a timely manner. - Encouraging a culture of openness and communication between team members, so that any issues related to documentation can be promptly addressed without fear of reprisal. - Allocating adequate time and resources for updating documentation, to reduce the risk of incomplete records due to time constraints or work pressures. - Implementing a version control system to track changes made to documentation and ensure that only the latest, most accurate versions are used by relevant personnel. - Clearly stating the roles and responsibilities of each team member in relation to documentation upkeep and review, to facilitate a smooth flow of information and minimise the chances of errors or omissions. - Providing readily accessible resources such as guidelines, checklists, and reference materials for staff to consult when updating documentation, ensuring they understand the requirements and best practices for maintaining complete and compliant records. 		
17. Safety training	Inadequate training, Miscommunication	2M	<ul style="list-style-type: none"> - Provide thorough and up-to-date safety training for all employees working with or around portable generators, focusing on correct operation and emergency protocols. - Establish specific roles and responsibilities for each employee related to generator usage – such as setup, maintenance, and shutdown – to prevent confusion in high-stress situations. - Designate a qualified and experienced person as the generator supervisor, responsible for overseeing all activities and ensuring Safety Work Method Statements (SWMS) are followed. - Develop written Standard Operating Procedures (SOPs) for setting up, operating, and maintaining portable generators and make them readily available to all personnel. 	1L	

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			<ul style="list-style-type: none"> - Incorporate hands-on training demonstrations and practical exercises during safety sessions, allowing the workforce to familiarise themselves with generator components, controls, and emergency shut-off procedures. - Schedule regular refresher courses to maintain knowledge levels, and monitor any changes in generator design or regulatory requirements. - Utilise visual aids like clear signage and labels to ensure employees can easily identify critical generator features – such as fuel source, voltage output, and grounding. - Create an open feedback channel between management and employees, where individual concerns or suggestions can be raised and addressed freely. - Strongly emphasise effective communication within teams and across departments, fostering an environment where workers feel comfortable asking questions or requesting clarification when necessary. - Regularly review and update safety training content and resources to keep pace with new technologies, best practices, and regulatory changes. - Establish clear and concise protocols for addressing potential miscommunication, discrepancies, or equipment failures during generator use, including escalation and resolution steps. - Encourage workers to participate actively in safety committees, discussions, and incident investigations, helping to develop a proactive safety culture centered on continuous improvement. - Promote safe work behaviors by acknowledging and rewarding individuals who demonstrate exceptional safety performance or provide valuable input that improves overall workplace conditions. 		
18. Personal protective equipment	PPE failure, Lack of PPE	2M	<ul style="list-style-type: none"> - PPE Selection: Ensure that appropriate and task-specific personal protective equipment (PPE) is selected for each employee, taking into consideration the specific hazards involved with operating a portable generator. - PPE Inspection: Regularly inspect all PPE for damage, wear, and tear. Replace any damaged or compromised equipment immediately to maintain optimum safety levels. - Training and Education: Provide proper training to employees on the correct use, maintenance, and storage of their assigned PPE, to ensure they are fully aware of the importance of using PPE while working with portable generators. - Fit-for-purpose PPE: Make sure that the PPE being provided is specifically designed and certified for use in the intended work environment, ensuring maximum protection against identified hazards. - Mandatory Use Policy: Implement a clear policy mandating the use of PPE within the workplace whenever employees are handling or operating portable generators. Regularly communicate this policy to all workers. 	1L	

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			<ul style="list-style-type: none"> - PPE Signage: Post clear signage throughout the work area, reminding employees of the required PPE when working with portable generators. - Monitor Compliance: Regularly monitor employee compliance with PPE requirements, including carrying out spot-checks and enforcing disciplinary measures for non-compliance. - Supervision: Assign experienced supervisors to oversee the safe operation of portable generators and to ensure that all employees are adhering to the established PPE protocols. - Risk Assessments: Perform periodic risk assessments to identify and address any emerging hazards related to PPE failure or lack of PPE use. - Emergency Procedures: Develop and implement emergency response procedures in case of unexpected incidents involving portable generators, such as fuel leaks or system malfunctions, accounting for potential PPE failures. - Continuous Improvement: Review and update PPE policies, procedures, and training programs periodically based on industry best practices, new technologies, and ongoing experiences from the field, thereby maintaining the highest levels of safety for employees. 		
19. Waste disposal	Environmental contamination, Hazardous chemicals	3H	<ul style="list-style-type: none"> - Proper identification and segregation: Ensure all waste materials are correctly identified, labelled, and separated according to their type to prevent any cross-contamination or undesired chemical reactions. - Storage of hazardous waste: Store hazardous waste in appropriate containers with secure lids or covers, follow specific storage requirements for each waste type, and keep away from food, water sources, and high-traffic areas. - Spill prevention and response plan: Develop and implement a spill prevention and response plan with detailed instructions on handling spills of hazardous chemicals or other contaminants to minimise potential environmental damage. - Use of personal protective equipment (PPE): Require employees working with waste disposal to wear suitable PPE such as gloves, goggles, and overalls, to reduce the risk of exposure to hazardous substances or particles. - Training and awareness: Provide comprehensive training to employees responsible for waste disposal, including proper handling procedures, usage of PPE, emergency protocols, and potential hazards associated with each waste type. - Regular inspections: Conduct routine inspections of waste storage areas and containers to ensure they are within compliance and have no signs of leaks, damage, or unauthorised access. - Legally compliant disposal methods: Dispose of waste according to local, state, and federal regulations to minimise environmental impact and meet legal requirements for safe waste disposal. 	1L	

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			<ul style="list-style-type: none"> - Secure transport: Arrange for proper transportation of hazardous waste by selecting licensed transporters who adhere to required guidelines when moving waste from the worksite to disposal facilities. - Record keeping: Maintain accurate records of waste generated, stored, transported, and disposed of, including manifest documents, receipts, and certificates of disposal. - Waste reduction initiatives: Implement programs to encourage waste reduction at the workplace, such as recycling and reusing materials, where possible, to minimise the overall volume of waste generated. - Environmental monitoring: Monitor the work area for signs of environmental contamination, such as soil, groundwater or air pollution, and devise mitigation plans to address any issues that may arise. - Emergency preparedness: Establish clear and accessible emergency procedures for employees to follow in case of an incident related to hazardous waste, including alarm systems, evacuation routes, and assembly points. - Continuous improvement: Periodically review the effectiveness of control measures in place and adopt a proactive approach to identify areas for continual improvement, while staying informed about industry best practices and regulatory updates. 		
20. Decommissioning and disposal	Environmental hazards, Noncompliance	2M	<ul style="list-style-type: none"> - Develop and implement an Environmental Management Plan (EMP) for the project that includes guidelines on proper decommissioning and disposal of generators to minimise environmental hazards. - Ensure all staff are trained in safe work practices and management of hazardous materials, including the proper procedures for decommissioning and disposal activities. - Conduct regular inspections of generator equipment to identify potential hazards and ensure timely maintenance and repairs are carried out as needed. - Secure the area around the generator before decommissioning to prevent unauthorised access and minimise the risk of accidents during the process. - Use appropriate Personal Protective Equipment (PPE), such as gloves, safety glasses, and hearing protection while carrying out decommissioning and disposal tasks. - Consult the manufacturer's guidelines for the correct decommissioning process to be followed to ensure minimal environmental impact and noncompliance risks. - Properly dispose of any hazardous waste materials, such as used coolant or lubricants, according to local regulations and environmental best practice methods. - Keep accurate records of relevant documentation, including generator service history, warranties, decommissioning details, and disposal receipts, to demonstrate compliance with regulatory requirements. 	1L	

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			<ul style="list-style-type: none"> - Employ licensed professionals to handle hazardous substances, as required by law or guidelines, ensuring their proper disposal in designated facilities. - Store decommissioned generators in a secure area to reduce the risk of theft, vandalism, or tampering leading to further environmental hazards or noncompliance issues. - Inform relevant authorities or stakeholders about the planned decommissioning and disposal activities and obtain necessary permits or approvals before the process begins. - Implement an ongoing monitoring programme to track the effectiveness of control measures and regularly review and update the SWMS to improve overall safety performance. - Establish clear lines of communication between all parties involved in the decommissioning and disposal process to ensure tasks are completed promptly, safely, and in accordance with applicable regulations. - Conduct a final inspection and audit of the decommissioned generator site to confirm that all environmental hazards have been addressed and appropriately disposed of, in compliance with applicable regulations. 		

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	