

## Genie Lift | SAFE WORK METHOD STATEMENT (SWMS)

### TASK OR ACTIVITY: Genie Lift

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><b>Notes on Hierarchy of Controls:</b> Elimination methods are the most effective and preferred when controlling a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the third most effective, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment) is the least effective method.</p>   |                          |                          |                          |                          |                          |                          |                                   |                          |                          |                          |                          |
| PERSONAL PROTECTIVE EQUIPMENT (PPE)  |                          |                          |                          |                          |                          |                          |                                   |                          |                          |                          |                          |
| FOOT PROTECTION  | HAND PROTECTION          | HEAD PROTECTION          | HEARING PROTECTION       | EYE PROTECTION           | RESPIRATORY PROTECTION   | FACE PROTECTION          | HIGH-VIS CLOTHING                 | PROTECTIVE CLOTHING      | FALL PROTECTION          | SUN PROTECTION           | HAIR/JEWELLERY SECURED   |
|  |                          |                          |                          |                          |                          |                          |                                   |                          |                          |                          |                          |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable).  |                          |                          |                          |                          |                          |                          |                                   |                          |                          |                          |                          |
| <p><b>Note:</b> A SWMS must be reviewed regularly to make sure it remains effective. A SWMS must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.</p> <p>When a SWMS has been revised, the person conducting a business or undertaking must ensure all:</p> <ol style="list-style-type: none"> <li>1. persons involved in the work are advised that a revision has been made and how they can access the revised SWMS;</li> <li>2. persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS; and,</li> <li>3. workers that will be involved in the work are provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.</li> </ol> |                          |                          |                          |                          |                          |                          |                                   |                          |                          |                          |                          |

| JOB STEP                      | POTENTIAL HAZARDS  | IR           | CONTROL MEASURES   | RR            | RESPONSIBLE PERSON |
|-------------------------------|--|--------------|--|---------------|--------------------|
| SPECIFIC WORK STEPS           | HAZARDS THAT MAY ARISE   | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS   | RESIDUAL RISK | NAME OF PERSON     |
| 1. Preparation                | Unsafe ground conditions, Environmental hazards (e.g., wind, rain) | 3H           | <ul style="list-style-type: none"> <li>- Ensure the ground conditions are assessed and inspected for stability and suitability before the Genie Lift is set up, including checking for any underground utilities.</li> <li>- Identify and discuss any specific environmental hazards and their potential impact on the operation during regular safety meetings and toolbox talks.</li> <li>- Consult weather forecasts and monitor real-time weather updates throughout the day to make informed decisions about wind, rain, and other potential environmental hazards.</li> <li>- Establish exclusion zones around the area where the Genie Lift will be operating and restrict unauthorised access to prevent potential accidents.</li> <li>- Utilise appropriate anchoring systems, such as outriggers or stabilizers, to support the Genie Lift and maintain stability during operation.</li> <li>- Implement an effective communication system between ground personnel, machine operators, and site supervisors to coordinate and monitor the safe progress of work activities.</li> <li>- Create an emergency response plan that includes procedure in case of sudden adverse weather conditions, equipment malfunction, or other unforeseen hazards.</li> <li>- Ensure that all workers have received suitable training, instruction and supervision in operating the Genie Lift safely and in managing relevant risks associated with the task.</li> <li>- Perform routine maintenance and inspections of the Genie Lift, according to manufacturer recommendations, to ensure it remains in good working condition, reducing the likelihood of component failure during operation.</li> <li>- Provide workers with personal protective equipment (PPE) necessary to protect against hazards, such as hard hats, safety glasses, high visibility vests and steel-toed boots.</li> <li>- Employ a designated spotter who will monitor the surroundings, communicate with the Genie Lift operator, and guide them as needed to avoid obstacles or unstable surfaces.</li> <li>- Use portable barriers, signage or cones to mark out the work area and highlight potential hazards, such as uneven terrain, trenches, and drop-offs.</li> <li>- Address any reported or identified hazards immediately, by taking corrective actions or utilising appropriate personal protective equipment and safe work methods.</li> </ul> | 2M            |                    |
| 2. Pre-operational Inspection | Damaged equipment, Unauthorised use                                | 3H           | <ul style="list-style-type: none"> <li>- Conduct thorough pre-operational inspections of the Genie Lift before each use to identify any signs of damage or wear that may compromise its safety and performance.</li> </ul>   | 1L            |                    |

| JOB STEP                     | POTENTIAL HAZARDS                             | IR           | CONTROL MEASURES  | RR            | RESPONSIBLE PERSON |
|------------------------------|---|--------------|---|---------------|--------------------|
| SPECIFIC WORK STEPS          | HAZARDS THAT MAY ARISE                        | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS  | RESIDUAL RISK | NAME OF PERSON     |
|                              |   |              | <ul style="list-style-type: none"> <li>- Develop and implement a robust maintenance programme for the Genie Lift, including regular servicing and repairs as needed to ensure all equipment remains in optimal working condition at all times.</li> <li>- Clearly label the Genie Lift's operating instructions on the equipment itself, and provide comprehensive training to all employees who are authorised to operate it, ensuring they understand their responsibilities and the necessary safety measures.</li> <li>- Establish designated areas for storing the Genie Lift when not in use, and ensure all employees are aware of its proper storage procedure in order to minimise the risk of unauthorised usage.</li> <li>- Only allow properly trained and certified employees to operate the Genie Lift, helping to minimise the risks associated with improper handling or operation.</li> <li>- Install safety features such as alarms, motion sensors, or lockout devices on the Genie Lift to deter unauthorised use and increase overall safety.</li> <li>- Create a logbook system that requires operators to sign off on inspections and maintenance performed on the Genie Lift, ensuring accountability and consistency in meeting safety standards and requirements.</li> <li>- Regularly review and update your company's health and safety policies regarding the operation, maintenance, and storage of the Genie Lift, ensuring staff members remain well-informed and up-to-date on best practices.</li> <li>- Encourage open communication among employees, allowing them to voice concerns about the Genie Lift's safety or potential hazards that they have encountered during its operation.</li> <li>- Provide ongoing safety training and refreshers for employees who are authorised to use the Genie Lift, reiterating key safety precautions and addressing any newly identified risks as they arise.</li> </ul> |               |                    |
| 3. Setting up the Genie Lift | Wrong site placement, Obstructions/Barricades | 3H           | <ul style="list-style-type: none"> <li>- Site assessment: Prior to setting up the Genie Lift, conduct a thorough site assessment to ensure appropriate placement and identify any potential hazards or obstructions, such as uneven ground or overhead cables.</li> <li>- Establish clear boundaries: Set up barricades and safety signage around the Genie Lift area, ensuring that unauthorised personnel and heavy machinery are kept at a safe distance during lift operation.</li> <li>- Verify ground conditions: Check the stability of the ground where the Genie Lift will be set up, making sure it's level, firm, and free from loose materials that could compromise its stability.</li> <li>- Consult manufacturer guidelines: Always follow the manufacturer's recommendations for safe use, setup, and weight capacity limits to reduce the risk of accidents related to incorrect operation.</li> </ul>   | 2M            |                    |

| JOB STEP                   | POTENTIAL HAZARDS                            | IR           | CONTROL MEASURES  | RR            | RESPONSIBLE PERSON |
|----------------------------|--|--------------|---|---------------|--------------------|
| SPECIFIC WORK STEPS        | HAZARDS THAT MAY ARISE                       | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS  | RESIDUAL RISK | NAME OF PERSON     |
|                            |  |              | <ul style="list-style-type: none"> <li>- Regular inspections: Inspect the Genie Lift before each use, conducting checks on base support, tires, emergency brakes, and other safety features to ensure proper functionality and safety compliance.</li> <li>- Equipment maintenance: Conduct regular maintenance on the Genie Lift according to the manufacturer's specifications, addressing any mechanical or safety issues promptly.</li> <li>- Trained operators: Ensure that only trained and certified operators are allowed to operate the Genie Lift, preventing mishandling and associated risks.</li> <li>- Emergency response plan: Develop an emergency response plan specific to the Genie Lift operations, detailing appropriate communication channels and evacuation procedures in case of an incident.</li> <li>- Worksite communication: Implement clear communication protocols between the lift operator and other members of the team, ensuring everyone is aware of the lift's location and movements at all times.</li> <li>- Proper lifting techniques: Train operators in proper lifting techniques, avoiding sudden movements or jerking loads that may cause the lift to become unstable.</li> <li>- Load distribution: Pay attention to the load distribution of materials on the Genie Lift platform, adhering to its specified weight limits and balancing loads evenly to prevent the risk of tipping over.</li> </ul>            |               |                    |
| 4. Accessing the Work Area | Falls from height, Struck by falling objects | 3H           | <ul style="list-style-type: none"> <li>- Ensure all workers have the appropriate training and qualifications, such as Working at Heights certification or an EWP (Elevated Work Platform) license, before allowing them to access elevated work areas with a Genie Lift.</li> <li>- Conduct a thorough risk assessment of both the Genie Lift used for accessing elevated work areas and the specific work environment to identify any potential hazards and determine the appropriate control measures to be implemented.</li> <li>- Establish designated walkways or exclusion zones around the work area to prevent unauthorised personnel from entering the vicinity and potentially being struck by falling objects.</li> <li>- Implement a buddy system, ensuring that no worker operates the Genie Lift alone, thus providing mutual support during work activities and in the case of an emergency.</li> <li>- Install guardrails, toe boards, or other edge protection systems along the perimeter of elevated work platforms to prevent falls from occurring.</li> <li>- Equip all workers with proper PPE (Personal Protective Equipment), including helmets, harnesses, and lanyards, to minimise the risk of injury in the event of a fall.</li> <li>- Ensure well-maintained, stable ground conditions for operating the Genie Lift by inspecting the terrain and rectifying any uneven, soft, or slippery surfaces prior to each use.</li> </ul> | 1L            |                    |

| JOB STEP                          | POTENTIAL HAZARDS                        | IR           | CONTROL MEASURES  | RR            | RESPONSIBLE PERSON |
|-----------------------------------|--|--------------|---|---------------|--------------------|
| SPECIFIC WORK STEPS               | HAZARDS THAT MAY ARISE                   | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS  | RESIDUAL RISK | NAME OF PERSON     |
|                                   |  |              | <ul style="list-style-type: none"> <li>- Insist upon regular inspection, servicing, and maintenance of the Genie Lift according to the manufacturer's guidelines and workplace regulations to ensure all components are functioning correctly and safely.</li> <li>- Develop and implement a clear communication protocol among workers and supervisors, including two-way radios if necessary, to efficiently relay information and warnings about potential hazards and obstacles encountered while accessing the work area.</li> <li>- Perform a weight capacity assessment to confirm the Genie Lift can support not only the workers but also their tools and materials. Strictly enforce load limits and avoid overloading the lift.</li> <li>- Secure all tools and equipment using tool tethers or lanyards to prevent them from falling during work activities, minimising the risk of striking personnel working below.</li> <li>- Create an emergency response plan, detailing the steps to follow in case of an incident (e.g., falls from height or struck by falling objects), ensuring that all workers are trained and familiar with the procedure.</li> <li>- Regularly review and evaluate the installed control measures, updating as necessary to ensure the continued safety of workers when accessing elevated work areas using a Genie Lift.</li> </ul>  |               |                    |
| 5. Lifting Materials/Moving Loads | Overloading the lift, Crushing accidents | 3H           | <ul style="list-style-type: none"> <li>- Proper training and qualification: Ensure operators have received the appropriate training and certification for operating a Genie Lift and are familiar with the specific guidelines for lifting materials and moving loads.</li> <li>- Observe weight limits: Strictly adhere to the maximum weight limit specified by the manufacturer for the Genie Lift, and never attempt to lift materials or loads exceeding this limit.</li> <li>- Pre-operation inspection: Conduct thorough inspections of the Genie Lift before each use, focusing on the hydraulic system, electrical components, cables, and wire ropes to ensure everything is in good working condition.</li> <li>- Barricade the work area: Set up clear barricades around the workspace to keep pedestrians and other workers at a safe distance from the Genie Lift when it is being operated.</li> <li>- Clear communication channels: Establish and maintain effective communication between the Genie Lift operator, ground personnel, and relevant site supervisors during all stages of lifting materials and moving loads.</li> <li>- Proper rigging techniques: Ensure that the load is secured properly using appropriate slings, hooks, and attachment points designated by the manufacturer, also verifying that there are no loose or missing parts.</li> <li>- Smooth and controlled operation: Operate the Genie Lift controls smoothly and avoid any sudden movements that could result in imbalance, tipping, or loss of control over the load.</li> </ul> | 2M            |                    |



| JOB STEP              | POTENTIAL HAZARDS                               | IR           | CONTROL MEASURES   | RR            | RESPONSIBLE PERSON |
|-----------------------|---|--------------|--|---------------|--------------------|
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|                       |   |              | <ul style="list-style-type: none"> <li>- Use of personal protective equipment (PPE): Ensure appropriate PPE such as hard hats, gloves, safety boots, and high-visibility vests is worn by everyone involved in the lifting and moving process.</li> <li>- Plan for emergencies: Develop emergency response plans and share them with all crew members, detailing the actions to be taken in case of accidents or incidents involving the Genie Lift.</li> <li>- Regular maintenance schedule: Maintain a routine inspection and maintenance regimen for the Genie Lift, following the manufacturer's recommendations to minimise the risk of mechanical failure, and ensuring the machine remains in proper working condition.</li> </ul>  |               |                    |
| 6. Operating Controls | Lift failure, Upsetting/overturning of the lift | 4A           | <ul style="list-style-type: none"> <li>- Ensure that all operators have received proper training, certification, and clear instructions for operating the Genie Lift before work commences.</li> <li>- Conduct regular maintenance checks and services to identify any mechanical issues or defects in lift components and address them immediately.</li> <li>- Establish a routine inspection schedule for conducting thorough examinations of both mechanical and hydraulic systems in the Genie Lift.</li> <li>- Follow manufacturer guidelines and recommendations for the safe operation of controls, including weight limitations, maximum height limits, and wind speed restrictions for outdoor use.</li> <li>- Utilise appropriate personal protective equipment (PPE), such as hard hats, safety harnesses, and high-visibility vests, for operators and staff working in close proximity to the Genie Lift.</li> <li>- Make sure to deploy outriggers or stabilizers and ensure that they are securely positioned on level and stable ground surfaces.</li> <li>- Set up barricades or exclusion zones around the working area to keep unauthorised personnel away from the Genie Lift while in operation.</li> <li>- Monitor weather conditions continuously, especially when working outdoors, and halt operations during heavy rains or high winds to prevent potential lift failure or overturning.</li> <li>- Encourage open communication between operators and ground staff through established protocols, hand signals, or two-way radios to coordinate actions and avoid miscommunication.</li> <li>- Apply an emergency stop procedure in case of suspected lift failure, hazards, or other unusual circumstances, and promptly summon qualified technicians for diagnosis and repair.</li> <li>- Perform a detailed risk assessment before starting operations to identify any additional site-specific hazards or potential complications.</li> </ul> | 2M            |                    |

| JOB STEP            | POTENTIAL HAZARDS                    | IR           | CONTROL MEASURES  | RR            | RESPONSIBLE PERSON |
|---------------------|--------------------------------------|--------------|---|---------------|--------------------|
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|                     |                                      |              | <ul style="list-style-type: none"> <li>- Stay updated on any changes to workplace health and safety regulations and industry best practices by regularly reviewing and revising the Safety Work Method Statement (SWMS) accordingly.</li> </ul>   |               |                    |
| 7. Communication    | Miscommunication, Noise interference | 2M           | <ul style="list-style-type: none"> <li>- Develop a clear and concise communication plan for the project, ensuring that all team members understand their individual roles and responsibilities.</li> <li>- Conduct regular Toolbox Talks at the beginning of each shift to discuss work activities, hazards, and control measures related to the use of the Genie Lift, as well as any updates or changes to the SWMS.</li> <li>- Implement a standard set of hand signals and verbal commands to be used by all workers operating or working around the Genie Lift, enabling clear communication regardless of potential noise interference.</li> <li>- Establish designated communication zones around the Genie Lift, where communication between workers is expected and prioritised.</li> <li>- Require operators and spotters to maintain eye contact with one another while the Genie Lift is in operation, ensuring that they're aware of and prepared to respond to any potential miscommunication or communication issues.</li> <li>- Utilise two-way radios or other communication devices where necessary to ensure clear communication between workers, especially when working in loud environments or large-scale projects.</li> <li>- Provide adequate training to all workers in effective communication techniques and the proper use of communication equipment within the worksite.</li> <li>- Encourage workers to immediately report any communication-related concerns or incidents to their supervisor or a designated safety officer for prompt assessment and corrective actions.</li> <li>- Display clear signage and visual cues to indicate areas where the Genie Lift is in operation and to remind workers of the need for clear communication.</li> <li>- Schedule regular breaks for machine operators and other workers to minimise fatigue and maintain their focus on effective communication.</li> <li>- Continuously assess the worksite's noise levels, implementing appropriate noise control measures such as sound barriers or acoustic enclosures if required.</li> <li>- Conduct regular audits and constant monitoring of communication practices during Genie Lift operations, ensuring compliance with the SWMS and identifying opportunities for improvement.</li> <li>- Ensure all workers wear appropriate personal protective equipment (PPE) to protect their hearing and still facilitate clear communication, such as noise-cancelling headsets with built-in microphones.</li> <li>- Foster a positive work culture that emphasizes open communication and prioritizes safety, helping to prevent miscommunication-related accidents and incidents.</li> </ul> | 1L            |                    |

| JOB STEP                       | POTENTIAL HAZARDS                       | IR           | CONTROL MEASURES   | RR            | RESPONSIBLE PERSON |
|--------------------------------|---|--------------|--|---------------|--------------------|
| SPECIFIC WORK STEPS            | HAZARDS THAT MAY ARISE                  | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS   | RESIDUAL RISK | NAME OF PERSON     |
| 8. Emergency Procedures        | Fire, Electrical incidents              | 4A           | <ul style="list-style-type: none"> <li>- Regular maintenance and inspection of the Genie Lift to ensure all components are functioning properly and safely, with a specific focus on any parts that could pose a fire or electrical hazard.</li> <li>- Training all workers who will be using the Genie Lift on proper use, as well as emergency procedures in case of fire and electrical incidents.</li> <li>- Provision of appropriate fire extinguishers and ensuring they are easily accessible in the event of a fire occurring during the operation of the Genie Lift.</li> <li>- Ensuring all electrical cables and connections are correctly installed, secure and free from damage, including regular inspections to promptly identify and repair any faults.</li> <li>- Implementation of a safety lockout/tagout procedure for any work requiring access to electrical components, to prevent accidents involving live electrical systems.</li> <li>- Strict adherence to the manufacturer's guidelines, safety bulletins, and instructions about keeping clear areas around the Genie Lift and avoiding potential hazards, such as overhead powerlines.</li> <li>- Use of appropriate personal protective equipment (PPE) for employees working on or around the Genie Lift, ensuring their safety in case of fire or electrical incidents.</li> <li>- Developing and implementing an emergency response plan specifically tailored for potential fire and electrical incidents involving the Genie Lift and ensuring all personnel are trained and familiar with these procedures.</li> <li>- Establishing a designated safety officer or team responsible for overseeing and ensuring the correct implementation of emergency procedures and risk management practices relating to the operation of the Genie Lift.</li> <li>- Conducting regular safety briefings and toolbox talks for employees, emphasising the importance of being vigilant to the risks associated with fire and electricity during Genie Lift operations.</li> <li>- Encouraging open communication amongst workers to actively report any issues, concerns, or hazards they observe in relation to the Genie Lift, promoting a proactive approach to maintaining a safe working environment.</li> </ul> | 2M            |                    |
| 9. Working in Restricted Areas | Underground services, Overhead services | 3H           | <ul style="list-style-type: none"> <li>- Prior to commencing work, conduct a thorough site inspection to identify the location of underground and overhead services that may have restricted access or be potentially hazardous to workers operating the Genie Lift.</li> <li>- Obtain accurate service drawings, plans, and maps from relevant utility companies or authorities, detailing the exact locations of underground and overhead services in the work area. Keep these documents on-site for easy reference during operations.</li> <li>- Ensure that all workers operating or working near a Genie Lift are provided with appropriate training, instruction, and information relating to the specific hazards</li> </ul>   | 1L            |                    |

| JOB STEP                   | POTENTIAL HAZARDS                           | IR           | CONTROL MEASURES  | RR            | RESPONSIBLE PERSON |
|----------------------------|---|--------------|---|---------------|--------------------|
| SPECIFIC WORK STEPS        | HAZARDS THAT MAY ARISE                      | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS  | RESIDUAL RISK | NAME OF PERSON     |
|                            |   |              | <p>associated with working in restricted areas and around underground and overhead services.</p> <ul style="list-style-type: none"> <li>- Utilise suitable barricades, warning signs, and other visual aids to clearly delineate the boundaries of restricted work zones and prevent unauthorised access to potential hazard areas. This includes maintaining a designated clearance zone around identified underground and overhead services.</li> <li>- Where practical, use ground-penetrating radar (GPR) or similar technologies to help confirm the exact location and depth of underground services before performing any excavation or digging works.</li> <li>- Establish and enforce strict exclusion zones around overhead powerlines, ensuring that the Genie Lift does not come within the minimum safe approach distance as recommended by local regulators and utility providers.</li> <li>- Implement a "no-go" policy when working near energised electrical conductors, requiring any work that involves the risk of contact with live wires to be performed only after shutting down and isolating the electrical supply.</li> <li>- Monitor work activities in restricted areas using a dedicated safety observer, responsible for providing timely warnings and communications to prevent unsafe actions, encroachments, or contact with hazardous services.</li> <li>- Regularly review and update SWMS to incorporate any new information or changes in site conditions related to unidentified or newly discovered underground and overhead services.</li> <li>- Conduct regular toolbox talks, safety briefings, and pre-start meetings to reinforce workers' understanding of the hazards and control measures associated with working in restricted areas and around underground and overhead services using a Genie Lift. This includes ongoing reminders of safe work practices, emergency response procedures, and reporting requirements.</li> </ul> |               |                    |
| 10. Dismantling Activities | Dropping heavy parts, Mishandling equipment | 3H           | <ul style="list-style-type: none"> <li>- Ensure all workers involved in the dismantling process are properly trained and hold the necessary certifications to carry out the task safely.</li> <li>- Conduct a pre-work safety briefing for all team members, clearly outlining their individual roles and responsibilities during the dismantling process.</li> <li>- Perform a thorough risk assessment prior to beginning work and identify potential hazards associated with dismantling activities, putting appropriate control measures in place.</li> <li>- Clearly designate exclusion zones around the working area, preventing unauthorised personnel from entering and minimising the risk of injuries caused by dropped parts or mishandled equipment.</li> <li>- Provide workers with suitable personal protective equipment (PPE), such as hard hats, safety gloves, high-visibility vests, and steel-toed boots, to protect against potential hazards.</li> </ul>   | 2M            |                    |

| JOB STEP                     | POTENTIAL HAZARDS                  | IR           | CONTROL MEASURES   | RR            | RESPONSIBLE PERSON |
|------------------------------|------------------------------------|--------------|--|---------------|--------------------|
| SPECIFIC WORK STEPS          | HAZARDS THAT MAY ARISE             | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS   | RESIDUAL RISK | NAME OF PERSON     |
|                              |                                    |              | <ul style="list-style-type: none"> <li>- Use the proper lifting gear and tools, such as slings, shackles, and hoists, to lift heavy parts and ensure they are regularly inspected and maintained to prevent equipment failure.</li> <li>- Implement a well-planned communication system between team members, using either hand signals or two-way radios, to provide clear instructions and maintain safety during dismantling activities.</li> <li>- Always follow the manufacturer's guidelines for disassembling the Genie Lift, paying close attention to safety devices and precautions outlined in the instruction manual.</li> <li>- Thoroughly inspect the worksite for any obstacles or hazardous conditions, such as uneven surfaces or overhead power lines, that could lead to accidents during dismantling activities.</li> <li>- Maintain a clean and organised work environment, ensuring that all tools and equipment are kept secure when not in use to reduce the risk of tripping hazards and misplaced items.</li> <li>- Establish an emergency response plan for the project, including first aid provisions and procedures for evacuating the area in case of an accident or equipment failure.</li> <li>- Conduct periodic safety checks throughout the dismantling process, taking immediate action if a hazard is identified and halting work until it can be resolved.</li> <li>- Encourage a strong safety culture among the project team, emphasising the importance of reporting potential hazards and incidents to supervisors and promoting open communication about best practices for dismantling activities.</li> </ul> |               |                    |
| 11. Housekeeping during work | Poor housekeeping, Slip/Trip/Falls | 3H           | <ul style="list-style-type: none"> <li>- Regularly inspect the working area for any clutter, debris, or obstacles that may cause poor housekeeping, and ensure their prompt removal or appropriate storage to maintain a clean and organised workspace.</li> <li>- Implement a daily cleaning routine to promote good housekeeping practices and miniimise the potential for slip, trip, and fall hazards throughout the work shift.</li> <li>- Mark off designated pathways where workers and equipment should be positioned, using non-slip tape or clear signage to keep people aware of potential hazards and prevent accidental missteps.</li> <li>- Provide proper training for all workers on maintaining a safe working environment and implementing adequate housekeeping measures to help prevent accidents.</li> <li>- Encourage workers to immediately report any potential hazards they encounter or observe in the work area, such as spills, loose cables or hoses, uneven flooring, or sharp edges.</li> <li>- Schedule regular rest breaks as specified by workplace policies and procedures, allowing workers time to tidy up their individual workspaces and miniimise the buildup of materials or debris.</li> </ul>   | 1L            |                    |

| JOB STEP               | POTENTIAL HAZARDS                               | IR           | CONTROL MEASURES   | RR            | RESPONSIBLE PERSON |
|------------------------|---|--------------|--|---------------|--------------------|
| SPECIFIC WORK STEPS    | HAZARDS THAT MAY ARISE                          | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS   | RESIDUAL RISK | NAME OF PERSON     |
|                        |   |              | <ul style="list-style-type: none"> <li>- Ensure that all tools and equipment are stored safely and securely when not in use, including keeping cords and hoses neatly coiled and contained to prevent tripping hazards.</li> <li>- Conduct periodic risk assessments to evaluate the effectiveness of implemented control measures and identify any areas where improvements can be made to further reduce the risk of slips, trips, and falls.</li> <li>- Provide adequate lighting throughout the workspace, especially in high-traffic areas, to improve visibility and help workers identify potential hazards more easily.</li> <li>- Equip workers with suitable personal protective equipment (PPE), such as non-slip footwear, to minimise the risk of injuries resulting from slip, trip, and fall incidents while operating the Genie Lift.</li> </ul>   |               |                    |
| 12. Posting Completion | Inadequate final inspection, Poor documentation | 2M           | <ul style="list-style-type: none"> <li>- Thorough final inspection: Ensure a detailed final inspection is carried out by a competent person, examining all aspects of the Genie Lift to ensure its safe operation and compliance with relevant regulations and requirements.</li> <li>- Inspection checklist: Utilise a standardised inspection checklist to guide the final inspection process, ensuring all necessary components and safety measures are checked and reviewed in a consistent manner.</li> <li>- Clear communication of inspection outcomes: Communicate the results of the final inspection to all relevant stakeholders, including employees, management, and any external bodies as required.</li> <li>- Periodic equipment maintenance: Implement a scheduled maintenance programme to regularly check and maintain the Genie Lift's performance, reducing the risk of any overlooked hazards or issues.</li> <li>- Proper record-keeping: Keep well-organised records of inspections, maintenance, and any incidents, ensuring documentation is easily accessible and up-to-date.</li> <li>- Training and awareness: Ensure all staff involved in the operation of the Genie Lift are adequately trained in its correct use, maintenance, and inspection procedures, minimising the risk of inadequate final inspections.</li> <li>- Documentation control: Establish strict procedures around the completion and storage of all Genie Lift-related documentation, preventing inaccuracies, omissions, or inconsistencies.</li> <li>- Regular auditing: Conduct regular audits of inspection processes and documentation to identify areas for improvement or remediation continually.</li> <li>- Incident reporting: Establish clear channels for reporting any hazards, concerns, or incidents that may arise during the Genie Lift's operation, promoting a proactive approach to workplace health and safety.</li> <li>- Continuous improvement: Review and update SWMS, inspection checklists, and documentation processes regularly, adapting and improving them as new risks, regulations, and industry practices emerge.</li> </ul> | 1L            |                    |

| JOB STEP            | POTENTIAL HAZARDS      | IR           | CONTROL MEASURES  | RR            | RESPONSIBLE PERSON |
|---------------------|------------------------|--------------|---|---------------|--------------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS  | RESIDUAL RISK | NAME OF PERSON     |
|                     |                        |              | <ul style="list-style-type: none"> <li>- Consultation with employees: Engage workers as active participants in identifying potential hazards and evaluating control measures in place, drawing on their first-hand experience and expertise.</li> <li>- Collaboration with industry bodies: Network with other organizations and industry bodies to benefit from shared knowledge in managing Genie Lift health and safety.</li> <li>- Review of regulatory compliance: Regularly review any regulatory changes or updates that may impact the safe operation of the Genie Lift, ensuring current practices are compliant and up-to-date.</li> <li>- Use of technology: Evaluate and introduce technology solutions where applicable, such as digital checklists and documentation systems, to improve efficiency and accuracy in managing Genie Lift health and safety.</li> </ul> |               |                    |
|                     |                        |              |   |               |                    |

## EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

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

## LEGISLATIVE REFERENCES

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

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



## SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

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

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

## SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

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

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

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

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

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

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

## SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

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

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