Hand Tools | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Hand Tools

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

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

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

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

ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY

☐ Forklift	☐ Crane/s	☐ Hoist/s	☐ Excavator	☐ Backhoe/Loader	☐ Boom Lift	☐ EWP	☐ Genie Lift
☐ Trencher	☐ Drilling Rig	☐ Trucks	☐ Formwork	☐ Bobcat	☐ Flammable Gas	☐ Fuel	☐ Dozer
☐ High Voltage	☐ Mulcher	☐ Tilt-up Panels	☐ Roller	☐ Scissor Lift	☐ Tractor	☐ 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.	

Hierarchy of Controls (inverted triangle):
- **Elimination** — Remove the hazard.
- **Substitution** — Replace the hazard.
- **Isolation** — Isolate People from the hazard
- **Engineering** — Isolate the hazard.
- **Administrative** — Change the work.
- PPE

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.

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
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable).

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

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

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

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Electric shock, Slips and falls	2M	- Inspect all electrical equipment and hand tools before use; look for damaged cords, plugs, or casing that might expose workers to the risk of an electric shock. - Ensure that all hand tools have a current PAT (Portable Appliance Test) to verify they are safe for use and tested regularly as per the legal requirements. - Provide training to staff on the correct use, storage, and maintenance of hand tools to miniimise the risk of accidents. - Encourage workers to wear slip-resistant footwear and work gloves, reducing the chances of both slips and falls and any injuries from improper handling of hand tools. - Keep the workplace clean and free from obstructions, debris, or liquid spills that may cause slips, trips, or falls during preparation and while using hand tools. - Store hand tools properly in designated areas when not in use, preventing clutter and reducing the likelihood of slipping or tripping over misplaced tools. - Place warning signs, cones, or barriers around wet floor areas and other potential slip and fall hazards to alert workers to be cautious and avoid falls during preparation. - Use Ground Fault Circuit Interrupters (GFCIs) on all electrical outlets and extension cords involved in the work area to prevent electric shocks if a fault occurs. - Ensure that adequate lighting is available in the working area, allowing workers to see clearly and safely handle and prepare hand tools without the risk of slipping or falling. - Develop an emergency response plan that includes steps for addressing electric shock incidents, slips, and falls, ensuring personnel are trained and aware of the appropriate actions to take in the event of an accident.	1L	
2. Tool Selection	Incorrect tool, Damaged tools	2M	- Ensure proper training for all employees to familiarise them with the correct tools and their specific usage related to each task, allowing them to identify when an incorrect tool is being used. - Regular inspection of tools by a designated person responsible for maintaining the quality and safety of hand tools in the workplace. - Implement a well-organised tool storage system in the workplace where all tools have a designated spot, making it easier to identify and select the appropriate tool for the job at hand. - Develop clear guidelines for employees on how to report damaged or worn-out tools and establish a process for replacing those tools promptly. - Provide protective equipment, such as gloves or goggles, to be worn by employees when needed, which can help prevent injuries from a damaged or incorrect tool. - Create a tool purchase list with detailed specifications for each required tool and ensure that only these approved tools are bought for use in the workplace.	1L	

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			- Train employees on how to visually inspect hand tools before use for any signs of wear, cracks, or damage, helping to identify potential hazards before they become problematic. - Ensure proper maintenance of tools by following manufacturer's instructions and set a regular maintenance schedule for all hand tools. - Establish a 'zero tolerance' policy regarding the use of damaged or inappropriate hand tools, with clear consequences for any breaches of this rule. - Encourage a culture of open communication and feedback so that employees feel comfortable reporting any concerns or issues regarding tool selection or their condition. - Conduct regular assessments of the hand tools used in the workplace, including documenting their current conditions and identifying any potential risks associated with continued use. - Maintain a tool inventory list and check off tools that have been inspected, repaired or replaced, ensuring that management has an up-to-date record of the hand tool inventory in the workplace. - Review the control measures periodically to check their effectiveness and adjust them as needed to continuously improve workplace safety in relation to hand tool use.		
3. Handling	Manual handling injuries, Contact with sharp edges	3H	- Ensure all workers have received appropriate manual handling training, including proper lifting techniques and recognizing their physical limitations. - Use appropriate mechanical aids or equipment, such as trolleys, pallet jacks, or hoists, whenever possible to miniimise manual handling risks. - Implement a buddy system or team lifting approach for heavier or awkwardly-shaped hand tools to reduce the potential for injury. - Store hand tools in designated, easily accessible storage areas that miniimise the need for excessive bending, reaching, or twisting during handling. - Prioritise regular and frequent breaks to prevent fatigue and allow workers to recover from any muscle strain caused by handling hand tools. - Ensure all hand tools are maintained in good condition, with no sharp edges or damage that could cause injury during handling. - Encourage workers to wear appropriate personal protective equipment, such as gloves or safety shoes, to protect against contact with sharp edges or potential falling objects. - Implement the correct disposal procedures for broken or damaged tools, preventing inadvertent contact with sharp edges during handling. - Establish clear pathways and housekeeping practices to miniimise trip hazards and other obstructions when carrying or moving hand tools around the worksite.	2M	

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			- Develop an ergonomics programme to evaluate the design and selection of hand tools for worker comfort, reducing the risk of long-term strain and injury associated with handling. - Regularly inspect and maintain hand tool storage solutions to ensure they remain stable, secure, and fit for purpose. - Promote open communication channels for reporting any hazardous conditions or concerns related to handling and storage of hand tools, facilitating quick remediation and hazard mitigation.		
4. Cutting and Grinding	Eye injury, Noise exposure	3H	- Conduct a thorough risk assessment for the specific cutting and grinding tasks, including the types of tools, materials, and workspace conditions. - Ensure all workers who will be using hand tools for cutting and grinding have received the proper training and are competent in their use. - Provide appropriate personal protective equipment (PPE) to workers, such as safety goggles, earplugs or earmuffs, gloves, and dust masks, depending on the task and materials being used. - Ensure the cutting and grinding hand tools are well-maintained and in good working condition, with no defects or damages. - Use the appropriate tool for each task, avoiding improvisation or substitution of tools that can lead to accidents or inefficiencies. - Keep the work area clean and free from debris and clutter, potentially reducing the risks of eye injury from flying particles and noise exposure from obstructions or echoes. - Implement and maintain proper ventilation and exhaust systems to miniimise the build-up of dust and fumes during cutting and grinding processes. - Establish designated cutting and grinding areas away from other work processes, effectively reducing the risk of injury caused by flying particles and excessive noise exposure for other employees. - Encourage regular rest breaks and provide a quiet space for workers to recover from noise exposure and reduce the potential for hearing damage. - Utilise proper cutting and grinding techniques, reducing the likelihood of sparking and thus mitigating potential hazards for both eye injuries and fire risks. - Communicate hazard awareness and safety procedures clearly among team members and ensure everyone understands their responsibilities in relation to cutting and grinding tasks. - Post clear signage to indicate designated cutting and grinding areas, reminding workers of the hazards involved and the necessary precautions to take. - Conduct periodic inspections and audits of cutting and grinding activities, reinforcing safety practices and identifying any areas for improvement.	2M	

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			- Encourage an open line of communication for reporting hazards or unsafe working conditions, empowering workers to take collective responsibility for maintaining a safe working environment.		
5. Drilling	Kickback, Entanglement	3H	- Tool selection: Choose the appropriate hand drill or power drill model for the task, considering factors such as materials being drilled and required hole size to miniimise kickback. - Pre-inspection: Perform regular inspection and maintenance of the drilling tool to ensure it is in proper working condition, with no signs of damage or excessive wear that may cause unexpected malfunction during operation. - Operator training: Ensure all personnel using the drilling tools have completed adequate training programs and are familiar with the risks associated with kickback and entanglement, as well as the necessary control measures in place. - Personal Protective Equipment (PPE): Require operators to wear appropriate PPE such as eye protection, hearing protection, and gloves to miniimise the impact of potential hazards during drilling operations. - Clamping workpieces: Secure workpieces using clamps, vices, or fixtures to hold them in place and prevent movement during the drilling process, reducing the risk of kickback and entanglement. - Proper posture and grip: Instruct operators on maintaining a stable and balanced posture while holding the drill securely with both hands for better control during operation, reducing the likelihood of sudden movements caused by kickback. - Drill bit selection and maintenance: Use sharp and appropriately sized drill bits for the specific material and application to reduce the chance of tool jamming or slipping, which could result in kickback; regularly check and replace blunt or damaged bits. - Guarding and shields: Utilise the protective guards and shields provided by the manufacturer for the drilling tool, ensuring they are properly installed and adjusted to safeguard against potential contact with moving components. - Work area management: Keep the immediate workspace clear of clutter, debris, and unnecessary items to prevent slips, trips, falls or distractions that may contribute to accidents involving entanglement or kickback. - Emergency stop and lockout/tagout procedures: Implement emergency stop mechanisms and enforce lockout/tagout procedures to prevent unauthorised or accidental power-up of the drill when it is not in use or undergoing maintenance. - Incident reporting system: Establish a formal incident reporting and investigation procedure to facilitate timely identification of root causes and continuous improvement, minimising the recurrence of potential hazards and near misses associated with kickback and entanglement.	2M	
6. Fastening	Hand and finger injuries, Over-tightening	2M		1L	

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			- Proper tool selection: Choose the right hand tools specifically designed for fastening tasks to miniimise the risk of hand and finger injuries, and prevent over-tightening.		
			- Tool inspection: Regularly check the condition of hand tools and ensure they are free from damage or defects that can increase the likelihood of accidents.		
			- Training: Provide workers with adequate training on proper tool use, including gripping techniques, force exertion, and recommended fastening practices for different materials and tasks.		
			- Personal protective equipment (PPE): Equip workers with appropriate PPE such as safety gloves, safety goggles, and footwear to protect against potential injuries.		
			- Workstation ergonomics: Design workstations with proper lighting, stable surfaces, and enough space to maneuver, which helps reduce the risks associated with repetitive or forceful movements during fastening tasks.		
			- Tool maintenance: Follow manufacturer guidelines for maintaining and servicing hand tools regularly, ensuring optimal functionality and safety.		
			- Hand positioning awareness: Encourage workers to maintain proper hand positioning when using fastening tools, keeping fingers clear of pinch points and other hazards.		
			- Breaks and stretching: Allow workers to take regular breaks and practice stretching exercises, especially if they engage in repetitive or forceful fastening tasks.		
			- Torque control devices: Utilise torque-limiting or torque-adjustable tools for tasks involving precise fastening specifications to avoid over-tightening.		
			- Alternating hands: Encourage workers to alternate hands when possible, which helps distribute physical strain and reduce the risk of injury from repetitive actions during fastening tasks.		
			- Safe storage and transportation: Implement protocols for the safe storage and movement of hand tools around the worksite to reduce accidents stemming from dropped or misplaced tools.		
			- Incident reporting: Establish a system for reporting near misses or injuries relating to hand tool fastening so that any hazards can be promptly addressed.		
			- Continuous improvement: Monitor fastening procedures and hazards, incorporating feedback from workers to enhance safety measures and adopt best practices for hand tool use in the workplace.		
7. Measuring and Marking	Inaccurate measurements, Sharp objects	1L	- Training and competency: Ensure that all workers using hand tools for measuring and marking are properly trained, competent, and aware of the specific risks associated with their tasks. This includes understanding how to use equipment correctly and safely.	1L	

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			- Use of appropriate tools: Workers should use high-quality and well-maintained measuring and marking tools suitable for their tasks. This helps to reduce errors in measurements and miniimise contact with sharp objects. - Personal Protective Equipment (PPE): Workers should wear appropriate PPE, such as gloves and safety goggles, to protect against any potential cuts or injuries from sharp objects during measuring and marking tasks. - Clear work area: Ensure the workspace is clean and free of clutter to miniimise distractions and accidents, making it easier for workers to focus on accurate measurements and markings. - Regular tool maintenance and inspection: Conduct regular inspections and maintenance of measuring and marking tools to ensure they remain accurate and safe for use. - Double-check measurements: Encourage workers to double-check their measurements before making any marks or cuts to miniimise errors and rework. - Proper storage of tools: Store measuring and marking tools securely in designated areas when not in use, reducing the risk of accidental injury from sharp objects. - Eliminate distractions: Miniimise distractions in the work area so workers can concentrate on performing their tasks accurately and safely. - Safe handling techniques: Train workers on proper techniques to hold and use measuring and marking tools, minimising the risk of accidental cuts or injuries from sharp objects. - First Aid: Ensure a well-stocked first aid kit is readily accessible at the worksite in case of any injuries resulting from working with sharp objects or other hazards. - Incident reporting: Establish a system for workers to report any incidents or near misses related to measuring and marking tasks. This allows management to identify trends, assess risks, and implement necessary changes to improve overall safety.		
8. Assembly	Pinch points, Awkward postures	2M	- Conduct pre-work tool inspection: Ensure that all hand tools are in good working condition and free of damage before starting the assembly process to prevent malfunctions that could lead to pinch point injuries or awkward postures. - Provide proper training: Workers should be trained on how to safely use hand tools, as well as how to position their body to avoid awkward postures during assembly. - Use ergonomically designed tools: Opt for hand tools with ergonomic features such as padded handles, non-slip grips, and spring-loaded mechanisms to help reduce the risk of pinch points and awkward postures. - Implement a buddy system: Encourage workers to assist each other during the assembly process, especially when handling large or heavy items, to distribute the workload evenly and miniimise physical strain.	1L	

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			- Establish a clean and organised work area: Keep assembly areas free of clutter and unnecessary objects that could contribute to trip hazards or force workers into awkward positions. - Rotate tasks regularly: If possible, rotate workers through different tasks within the assembly process to avoid constant exposure to the same motions and prevent muscle fatigue. - Implement rest breaks: Encourage workers to take short, regular breaks to stretch, adjust posture, and alleviate muscle strain caused by repetitive tasks. - Set up assembly stations at proper heights: Ensure assembly stations are set at an appropriate height to prevent workers from having to bend, twist, or reach awkwardly during the assembly process. - Use appropriate personal protective equipment (PPE): Require workers to wear gloves, safety glasses, or other relevant PPE to protect them from potential pinch point hazards and improve grip on tools. - Encourage proper body mechanics: Train workers to maintain neutral postures and use larger muscle groups to complete tasks, reducing the likelihood of injury from awkward positioning. - Regularly review and update SWMS: Continuously assess the efficacy of current control measures and adjust accordingly to ensure the ongoing safety of workers engaging in assembly tasks. - Communicate with workers: Foster open communication between management and workers to identify potential hazards, share best practices for avoiding pinch points and awkward postures, and ensure that all team members remain aware of their roles in maintaining a safe workplace environment.		
9. Disassembly	Dropping parts, Pinch points	2M	- Ensure that workers have received proper training on the correct disassembly procedures for each specific hand tool to miniimise the risk of dropping parts or encountering pinch points. - Provide a clean, organised workspace with adequate lighting to ensure optimal visibility during the disassembly process. This will help reduce the likelihood of accidents. - Establish a designated area for placing removed parts and fasteners during the disassembly process to prevent them from being dropped or accidentally knocked over. - Require workers to wear appropriate personal protective equipment (PPE), such as gloves and eye protection, to prevent injuries from pinch points or dropped components during disassembly. - Use secure, non-slip work surfaces or mats to prevent parts, tools, or fasteners from slipping or rolling off the workspace during disassembly.	1L	

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			- Implement a buddy system where workers can assist one another in holding or securing larger components while they are being disassembled. This will help prevent dropped components and associated hazards. - Encourage workers to use appropriate tools designed for the job, such as pliers, wrenches, or containers, to grip small or slippery parts during disassembly safely. - Provide clear instructions or visual aids, such as diagrams, videos, or written guides, to help workers avoid mistakes or confusion during disassembly that could lead to dropped parts or pinch-point hazards. - Schedule regular tool maintenance checks to ensure that all hand tools are in good working condition and free from defects that could cause components to drop unexpectedly during disassembly. - Periodically review and update the SWMS, taking into account any changes in equipment or processes that could affect worker safety during disassembly tasks. - Encourage open communication among workers so they can immediately report any potential hazards, near-misses, or incidents related to the disassembly process. - Monitor workers' performance and techniques during disassembly tasks to identify areas for improvement, reinforcing safe practices, and providing additional training as needed. - Limit worker fatigue by implementing regular breaks, rotating tasks, and employing proper ergonomic practices during the disassembly process to miniimise the likelihood of making mistakes or losing focus. - Establish an emergency response plan specific to the hand tools and disassembly tasks to ensure appropriate actions are taken if an incident occurs, minimising harm to workers and preventing further accidents.		
10. Cleaning and Maintenance	Chemical exposure, Hand injuries	2M	- Proper Training: Ensure that all workers are adequately trained in the appropriate cleaning and maintenance procedures for hand tools, as well as in recognizing and avoiding hazards associated with chemical exposure and hand injuries. - Personal Protective Equipment (PPE): Require the use of suitable PPE, such as protective gloves, aprons, and goggles, to miniimise direct skin contact with chemicals and prevent hand injuries while handling tools. - Use of Non-toxic Cleaners: Whenever possible, choose environmentally friendly and non-toxic cleaning agents to reduce the risk of chemical exposure for both workers and the environment. - Tool Inspection: Implement a regular inspection protocol for all hand tools, including checking for damage, corrosion, or other signs of wear that could lead to injury during cleaning and maintenance tasks. - Ventilation and Fume Control: Make sure the workspace is well-ventilated to prevent the buildup of toxic fumes from cleaning agents, and consider the installation of local exhaust ventilation systems when necessary.	1L	

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			- Chemical Storage and Disposal: Adhere to proper guidelines for the storage and disposal of cleaning chemicals, ensuring they are kept in clearly labelled containers and away from heat sources or ignition points. - First Aid Kit Availability: Maintain a fully stocked first aid kit in the working area, including necessary supplies for treating chemical burns, cuts, or other hand injuries that may occur during cleaning and maintenance tasks. - Emergency Eyewash Station: Install an emergency eyewash station in close proximity to the work area, providing quick access to workers in case of accidental chemical splash or contact with eyes. - Appropriate Tool Handling Techniques: Train workers on how to correctly handle tools during cleaning and maintenance tasks, emphasising the importance of using firm grips, keeping hands and fingers out of dangerous areas, and utilising any safety features provided by the tool manufacturer. - Clear Workspace: Encourage workers to maintain a clean, organised workspace free of unnecessary clutter, which can help prevent accidents and make it easier to spot potential hazards associated with cleaning and maintaining hand tools.		
11. Storage	Inadequate storage, Trip hazards	2M	- Implement a designated storage area: Create a specific location for storing hand tools to ensure easy access and prevent clutter in the workspace, reducing trip hazards. - Utilise proper storage equipment: Use appropriate storage units such as toolboxes, shelving or racks to keep tools organised and safely stored. - Regular inspections: Conduct regular inspections of tool storage areas to ensure they are being maintained properly and that tools are placed back in their designated spots after use. - Toolbox Talks: Conduct regular Toolbox Talks on the importance of proper tool storage and risk prevention for workers to educate them about potential hazards and encourage responsible behaviour. - Clean work environment: Maintain a clean working environment by regularly removing debris, waste, and other items that may contribute to trip hazards in and around the tool storage area. - Labeling tools: Mark each tool with its designated storage location to ensure it's returned to the correct place after use, making it easier for workers to find necessary tools and maintain proper organisation. - Tool maintenance: Repair or replace damaged tools promptly to prevent overcrowding in storage areas and keep the tools functioning optimally. - Adequate lighting: Ensure proper lighting in and around the storage area to help workers navigate safely and maneuver tools without encountering trip hazards. - Anti-slip mats: Place anti-slip mats in and around the tool storage area to reduce the likelihood of slips and trips.	1L	

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			- Clear walking paths: Keep simple and clear walkways around the tool storage area so workers can move easily without encountering obstacles or trip hazards. - Signage and communication: Place visible signs and safety warnings near the tool storage area to remind all workers of their responsibility to store tools correctly and maintain the area in accordance with safety protocols.		
12. Inspection and Testing	Faulty equipment, Electric shock	2M	- Regular equipment inspections: Ensure that all hand tools are inspected regularly by a competent person to identify any potential flaws, wear, or damage. - Pre-use checks: Conduct thorough pre-use checks of all hand tools to ensure they are in proper working order before commencing any work tasks. - Equipment maintenance: Maintain all hand tools according to the manufacturer's guidelines, which includes regular cleaning, lubrication, and replacement of worn parts. - Incident reporting: Encourage workers to report any malfunctioning or damaged hand tools immediately to their supervisor for repair or replacement. - Electrical safety: For power tools, ensure they are tested and tagged by a licensed technician every three months to confirm they are electrically safe. - Isolation of faulty equipment: Remove any faulty equipment from service until it has been repaired or replaced to prevent accidental use. - Use of appropriate personal protective equipment (PPE): Always wear appropriate PPE, such as gloves and eye protection, while using hand tools to miniimise the risk of injury. - Proper storage of hand tools: Store all hand tools securely in designated areas when not in use, to prevent damage and unauthorised access. - Training and supervision: Provide adequate training and supervision to workers on the proper use, handling, and maintenance of hand tools. - Safe work procedures: Develop and implement detailed standard operating procedures for the use of hand tools in various tasks, ensuring workers are aware of potential hazards and controls. - Use of insulated tools for electrical work: Where there is a risk of electrical shock, always use insulated, non-conductive hand tools approved for electrical work. - Use of Residual Current Devices (RCDs): For power tools, always plug them into an RCD-protected power source to provide additional protection against electric shock. - Emergency response planning: Develop and implement an emergency response plan, including first aid procedures and communication protocols, in the event of a hand tool-related incident or injury.	1L	

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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

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

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

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

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

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

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

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

Model Codes of Practice

- 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

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

- 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

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- 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	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ 6	☐ 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.	☐	☐	
Names and signatures of all relevant personnel consulted during the development of the SWMS.	☐	☐	
Name, signature, position and date signed of the person approving the SWMS.	☐	☐	
Specific personnel and qualifications, experience is noted in the SWMS.	☐	☐	
Provides a step-by-step process of tasks required to carry out the activity or task.	☐	☐	
Adequate risk assessment of any identified hazards has been completed.	☐	☐	
Foreseeable hazards are identified and documented for each step.	☐	☐	
Any hazards listed in any site risk assessments have been added to the SWMS.	☐	☐	
SWMS initial risk (IR) column as well as residual risk (RR) columns completed.	☐	☐	
Check control measures added to the SWMS are the most effective selections.	☐	☐	
Responsible person is assigned and listed on the SWMS for the implementation of control measures.	☐	☐	
Permit requirements specified, such as Hot Work, Electrical Work, Work at Heights etc.	☐	☐	
SWMS identifies plant and equipment to be used.	☐	☐	
Details of inspection checks required for any equipment listed are noted on the SWMS.	☐	☐	
Describes any mandatory qualifications, experience, training or skills required to perform the work.	☐	☐	
Applicable personal protective equipment is selected on the SWMS.	☐	☐	
Lists any required permits or licenses.	☐	☐	
Reflects and documents any legislative references and/or Australian Standards.	☐	☐	
Identifies any hazardous substances used with specific control measures in line with any SDS.	☐	☐	

REVIEWED BY		DATE REVIEWED	
SIGNATURE		DATE COMPLETED	