

Hand Trolley | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Hand Trolley

Business Name: Coastal Hire And Sales Pty Ltd

ABN: 70114481408

SWMS#

Business Address:

Contact Person:

Phone:

Email:

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

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

Full Name:

Signature:

Title:

Date:

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

Full Name:

Title:

Phone:

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

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

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

NAME

SIGNATURE

DATE

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

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

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

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CLIENT OR PRINCIPAL CONTRACTOR DETAILS

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

ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT

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

ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY

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

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

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Trip hazards, Incorrect manual handling techniques	2M	<ul style="list-style-type: none"> - Conduct a thorough site inspection before commencing work to identify and remove potential trip hazards in the area where the hand trolley will be used. - Ensure that the floor surface is clean, dry, and even to minimise any risk of slipping or losing control of the hand trolley while it's being used. - Provide clear and visible signage to mark restricted areas, obstacles, or uneven surfaces that may pose risks to those using the hand trolley. - Train all staff on proper manual handling techniques and emphasise the importance of maintaining correct posture when lifting, pushing, or pulling loads using the hand trolley. - Ensure that the weight of the load on the hand trolley does not exceed its specified maximum capacity to prevent any accidents caused by overloading. - Encourage workers to perform warm-up exercises and stretching routines before starting their shift, focusing on key muscle groups that will be utilised during the use of the hand trolley. - Supply appropriate personal protective equipment (PPE) such as safety footwear and high-visibility vests to minimise the risk of injury during hand trolley operations. - Introduce team lifting techniques for heavy or bulky items to distribute the weight more evenly and reduce the strain on individual workers using the hand trolley. - Establish designated paths and walkways for hand trolleys, ensuring they are free from obstructions and allow operators to maintain visibility of their surroundings at all times. - Regularly inspect and maintain hand trolleys to ensure they are in good working order, with special attention given to checking the wheels, brakes, and overall stability of the unit to minimise the risk of accidents or injuries. 	1L	
2. Equipment inspection	Damaged equipment, Inadequate maintenance	3H	<ul style="list-style-type: none"> - Develop and implement a regular equipment inspection schedule in collaboration with the manufacturer's guidelines. - Ensure that all employees are trained on the correct use, maintenance, and storage of hand trolleys as part of their induction and ongoing professional development. - Provide inspection checklists for workers to easily report any defects, wear or damage detected during routine equipment assessment. - Designate a dedicated maintenance team member responsible for conducting regular inspections, identifying and addressing any issues related to damaged or poorly maintained equipment. - Establish designated areas for storing hand trolleys when not in use, keeping them protected from potential environmental or physical hazards. 	1L	

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			<ul style="list-style-type: none"> - Encourage workers to report damaged or defective equipment immediately, and provide a clear process for how these incidents will be handled and resolved. - Implement a tagging system to identify equipment that has been checked and is ready for use, as well as equipment that requires repair or replacement. - Regularly consult with equipment suppliers to remain informed about any updates or changes to recommended maintenance practices, using this information to adjust your organisation's own policies accordingly. - Prioritise prompt repair or replacement of damaged equipment to minimise downtime and reduce the risk of further incidents resulting from inadequate maintenance. - Conduct thorough investigations into any incidents involving damaged or inadequately maintained equipment, seeking to better understand possible contributing factors and making appropriate improvements to prevent future occurrences. - Review and update your organisation's hand trolley maintenance procedures periodically, ensuring they remain in line with best practice as well as legislative and industry standards. - Reinforce the importance of proper equipment care and attention among staff through regular toolbox talks, ensuring an ongoing awareness of the potential risks associated with damaged or poorly maintained hand trolleys. - Utilise personal protective equipment (PPE), such as gloves and steel-toed boots, to minimise potential injuries stemming from the handling or transportation of heavy or sharp objects. - Adopt a proactive approach to workplace safety by establishing a hazard reporting system that encourages employees to identify and report potential risks, with the ultimate goal of constantly improving the work environment. 		
3. Trolley loading	Overloading, Unbalanced items	2M	<ul style="list-style-type: none"> - Ensure workers are trained and competent in identifying the maximum load capacity for each specific hand trolley used at the workplace. - Place a visible, clear and legible label on the hand trolley indicating the maximum load capacity to prevent overloading. - Implement a pre-inspection routine to assess the weight of items prior to loading them onto the hand trolley. - Organise heavy and bulky items towards the bottom of the trolley distribution to help balance loads evenly across the trolley. - Use additional support, such as straps or securing materials, to keep unbalanced items stable during transportation. - Encourage workers to lift and lower loads carefully and smoothly to avoid abrupt movements causing items to shift or become unbalanced. 	1L	

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			<ul style="list-style-type: none"> - Keep designated pathways clear from clutter and obstruction to ensure smooth maneuvering and minimise the risk of tipping or unbalanced loads. - Establish a two-person lift protocol for particularly heavy or unbalanced items, ensuring that ample assistance is provided when needed. - Encourage workers to take regular breaks and rotate tasks to prevent fatigue, which could lead to improper handling of the hand trolley and increased risk of hazards. - Provide personal protective equipment (PPE) such as gloves, back supports, or steel-toed footwear to protect workers when handling trolleys and loads. - Display clear signage to identify hazards in areas with decreasing weight tolerances or potential falling objects. - Implement regular maintenance checks to ensure the proper functioning of the hand trolley's wheels and stability features, reducing the risk of unbalanced loads. - Promote communication among team members to address any concerns regarding overloading or unbalanced loads, encouraging a cooperative approach to managing risks. - Communicate the company's internal reporting procedure for any observed hand trolley-related hazards or incidents to ensure prompt corrective actions are taken to maintain a safe working environment. 		
4. Manoeuvring	Collisions, Striking pedestrians	2M	<ul style="list-style-type: none"> - Training and Competency: Ensure that all workers using the hand trolley are adequately trained and competent in its safe operation, including effective manoeuvring techniques to prevent collisions with obstacles or people. - Visual Checks: Perform visual checks of the area before and during the process of manoeuvring the hand trolley, to identify any potential hazards or obstacles and adjust the route accordingly. - Signage and Barricades: Set up appropriate signage and barricades around the work area to alert pedestrians and other workers about the ongoing hand trolley operations and provide a safe clearance zone. - Communication: Establish clear communication between the hand trolley operator and surrounding personnel, utilising verbal warnings, hand signals, or two-way radios where necessary to ensure awareness and coordination. - Designated Pathways: Create designated pathways for hand trolley use, keeping high-traffic pedestrian zones separate from areas with heavy equipment and materials transportation. - Speed Limitation: Implement and enforce a reasonable speed limit for hand trolley usage, reducing the likelihood of collisions and allowing time for the operator and pedestrians to react if necessary. 	1L	

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			<ul style="list-style-type: none"> - Appropriate Loads: Ensure loads being transported on the hand trolley are within its capacity and adequately secured, to prevent imbalance, spillages, or load shifts during manoeuvring that may lead to hazards. - Visibility Enhancements: Use high-visibility clothing, flags, or other visibility enhancement aids to improve the visibility of the hand trolley and operator in crowded or low-visibility environments. - Spotters: Employ the use of spotters, particularly in congested or potentially hazardous spaces, to assist in guiding the hand trolley operator and alerting pedestrians of ongoing operations. - Regular Maintenance: Conduct regular maintenance and inspections of the hand trolley, ensuring that all components such as wheels, brakes, and handles are in good working condition, thus minimising the risk of unexpected equipment failure causing collisions or injuries. 		
5. Navigating slopes	Loss of control, Runaway trolley	3H	<ul style="list-style-type: none"> - Ensure that the hand trolley is equipped with functioning brakes, suitable for navigating slopes and maintaining control. - Before navigating a slope, assess its grade and surface conditions to determine if it is safe for the hand trolley to traverse. - Place signage or barriers to alert pedestrians to potential runaway trolleys in areas with steep slopes or uneven surfaces. - Provide thorough training for employees who need to operate hand trolleys, including specific guidelines on how to safely navigate slopes and maintain control. - If possible, avoid using hand trolleys on slopes altogether by choosing alternative methods for transporting materials (e.g., motorized carts or vehicles). - Limit the weight of items placed on the hand trolley to reduce risk of loss of control or runaway incidents on slopes. - Regularly inspect hand trolleys for wear and tear, especially on wheels, brakes, and other components needed for achieving grip on slopes. - Instruct workers to use a spotter when navigating inclines; a second person can help guide and stabilise the hand trolley, ensuring added control and preventing accidents. - Advise employees to travel at a controlled speed when navigating slopes, avoiding sudden acceleration or deceleration that might increase the risk of a loss of control. - Encourage clear communication between team members when moving heavy loads or navigating slopes, so they can provide support and assistance as needed. - Designate specific routes or pathways where hand trolleys are allowed to be used, and restrict unauthorised access to areas with challenging terrain or hazardous conditions. 	2M	

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			<ul style="list-style-type: none"> - Equip the hand trolley with non-slip grip handles to ensure the operator can maintain a secure grasp on the trolley even when navigating sloped or slippery surfaces. - Implement a regular maintenance schedule for hand trolleys to ensure all parts are in proper working order and limit the chance of malfunctioning while navigating slopes. 		
6. Unloading	Falling items, Crush injuries	3H	<ul style="list-style-type: none"> - Properly assess and inspect the items being unloaded to ensure they are secure and stable on the hand trolley before moving them. - If possible, attach adjustable straps or bungee cords to provide additional support and stability for the load during the unloading process. - Communicate with team members and those within the unloading area about the upcoming tasks and potential hazards, ensuring everyone is aware of and understands the correct procedures. - Establish and maintain a designated unloading zone that is level, clear of obstructions, and well lit, to reduce the risk of falling items and crush injuries. - Ideally, have one person be responsible for guiding and stabilising the load while another person operates the hand trolley, ensuring better control over the unloading process. - Utilise personal protective equipment (PPE), including steel toe capped boots, gloves, and a high-visibility vest, to protect against potential crush injuries and minimise the impact of falling items. - Always practice proper lifting and lowering techniques when unloading items from the hand trolley, bending at the knees (not the waist) and using appropriate support equipment if required. - Maintain a safe speed and controlled movements throughout the unloading process, as sudden or jerky actions can cause items to shift or fall. - Regularly maintain and inspect hand trolleys for any defects, damages, or mechanical issues that could contribute to an increased risk of unloading hazards. Replace or repair as necessary. - If unsure of the weight, size, or stability of an item, seek guidance or assistance from a more experienced colleague or supervisor before attempting to unload it, minimising the risk of accidents due to inexperience. 	1L	
7. Navigation around obstacles	Collision with obstacles, Sudden stops	2M	<ul style="list-style-type: none"> - Conduct pre-task hazard assessments to identify any obstacles or potential hazards in the path of hand trolley operations. - Ensure operators are properly trained on the safe handling and maneuvering techniques of a hand trolley, as well as its weight capacity limits. 	1L	

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			<ul style="list-style-type: none"> - Keep the work area clean and organised, by notifying support staff or other employees of any debris, materials or equipment that may obstruct the path of a hand trolley or pose an additional risk. - Utilise signage or barriers to designate a clear path for hand trolley movement and eliminate any potential obstructions. - Ensure proper communication between hand trolley operators and other workers within the vicinity, using two-way radios or designated spotters to ensure clear navigation paths and avoid sudden stops or changes in direction. - Instruct operators to maintain a safe speed when navigating around obstacles to reduce the risk of collision or sudden braking. - Implement a buddy system where one employee guides or assists the hand trolley operator during tricky navigation situations. - Equip hand trolleys with appropriate wheel types (pneumatic or solid) based on the floor material, so they perform better over uneven surfaces, reducing the chances of abrupt halts and misdirections. - Ensure proper lighting conditions are maintained in the workspace, enabling operators to identify any obstacles before they approach them. - Schedule periodic inspections of the hand trolleys to verify their wheels and brakes are in good working order and fit for navigating around obstacles safely. - Encourage and enforce a strong safety culture in the workplace, through the use of regular safety meetings, reminders, and recognition of positive safety behaviors among employees. 		
8. Crossing busy areas	Collisions with people, Delay in operations	3H	<ul style="list-style-type: none"> - Communicate clearly to all workers about the designated pathways for operating hand trolleys in busy areas, ensuring they are aware of any potential hazards or restrictions. - Install temporary signage or barriers to divert pedestrian traffic away from the area where the hand trolley is crossing, reducing the risk of collision with people. - Provide high visibility vests or clothing for operators pushing the hand trolley, making it easier for others in the area to see and avoid the moving equipment. - Assign a spotter to accompany the person operating the hand trolley who can warn pedestrians and help navigate through congested areas safely. - Implement a speed limit on hand trolleys in busy areas, ensuring that operators move at a safe and controlled pace to minimise the risk of accidents or collisions. - Schedule crossings during less busy periods, such as early in the morning or late in the afternoon, to reduce the likelihood of delays or collisions. - Require hand trolley operators to sound a horn, bell, or other audible warning devices before entering high-traffic areas, alerting nearby pedestrians and workers to the approaching equipment. 	1L	

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			<ul style="list-style-type: none"> - Train hand trolley operators in proper techniques for maneuvering the equipment in tight spaces and under various conditions, minimising the risk of accidents when navigating busy areas. - If possible, designate separate pathways or lanes for foot traffic and hand trolleys to minimise congestion and reduce the likelihood of collisions. - Encourage workers to report near misses, incidents, or hazards involving the use of hand trolleys in busy areas to supervisors for review and corrective action. - Conduct regular inspections and maintenance on hand trolleys to ensure they are in proper working condition, including checking wheels, brakes, handles, and overall stability. - Create a pre-planned route for the hand trolley operator to follow in busy areas, allowing them to anticipate potential obstacles or dangers and avoid delays. - Implement a buddy system, requiring pairs of workers to work together when crossing busy areas with hand trolleys, providing additional support and awareness for hazard prevention. - Review and continuously improve the workplace health and safety procedures for working with hand trolleys in busy areas, incorporating lessons learned from incidents, near misses, or new best practices. 		
9. Parking the trolley	Improper parking, Obstructing pathways	1L	<ul style="list-style-type: none"> - Conduct a pre-use inspection of the Hand Trolley to ensure its wheels, handles, and frame are in good condition, allowing it to be parked securely. - Ensure all employees are trained on proper Hand Trolley parking procedures to minimise the risk of improper parking. - Clearly mark designated Hand Trolley parking zones with visible signage and implement guidelines for the correct positioning within these zones. - Designate pathways for pedestrian traffic and keep them free from obstructions caused by improperly parked trolleys to maintain smooth operations and prevent accidents. - Assign a supervisor or team leader to monitor Hand Trolley usage and enforce appropriate parking practices to avoid hazards related to improper parking. - Implement a system for employees to report any instances of improper Hand Trolley parking or obstructed pathways, allowing management to address the issue promptly. - Encourage open communication among staff members to collectively observe and rectify improper Hand Trolley parking situations and ensure safe pathways. - Regularly remind employees of the importance of maintaining clear pathways through various means such as team meetings, posters, and company-wide memos. 	1L	

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			<ul style="list-style-type: none"> - Periodically review and update Hand Trolley parking procedures to ensure they remain effective in addressing both hazards related to improper parking and obstructed pathways. - Incorporate the Hand Trolley parking guidelines into employee onboarding programs to instill proper parking habits in new staff members. - Utilise floor marking tape to clearly outline parking borders, ensuring that the Hand Trolley is kept within these boundaries during parking to maintain an obstruction-free work environment. - Foster a safety-first culture within the workplace that encourages employees to prioritise adherence to the Hand Trolley parking procedures and helps create a secure working environment. 		
10. Maintenance & repair	Tools injury, Entrapment	2M	<ul style="list-style-type: none"> - Regular inspection and maintenance checks: Ensure that routine inspections are performed and documented before usage, with specific attention to the wheels, handle, and cargo holding area of the hand trolley. - Use appropriate tools for maintenance and repair tasks: Only use manufacturer-approved tools and equipment to ensure the safe and proper completion of the task, minimising the risk of injury from improper tool usage. - Employee training: Provide proper training for employees who are responsible for maintaining and repairing hand trolleys, ensuring they know the correct procedures and can identify potential hazards. - Clear working area: Ensure that the maintenance and repair workspace is clean and free from any debris or obstructions that may cause an employee to trip, fall, or become entrapped. - Secure hand trolley when not in use: Keep the hand trolley secured when it is not being used to prevent unauthorised access or sudden movement. - Wear appropriate personal protective equipment (PPE): Workers must wear suitable PPE, such as gloves, safety glasses, and steel-toed boots, to minimise the risk of injury during maintenance and repair tasks. - Do not overload the hand trolley: Adhere to the manufacturer's recommended weight limit for the hand trolley to prevent damage or malfunction. - Use proper lifting techniques: Workers should be trained in, and consistently use, proper lifting techniques when handling heavy tools or components of the hand trolley, reducing the risk of strain or injury. - Disconnect any additional mechanisms before maintenance: If the hand trolley has additional mechanisms (e.g., brakes), ensure they are disconnected before working on the trolley, preventing accidental activation and entrapment. - Follow manufacturer's guidelines: Always adhere to the manufacturer's recommendations and instructions for maintenance, repairs, and replacement parts to ensure the safety and integrity of the hand trolley. 	1L	

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11. Equipment storage	Cluttered storage area, Falling objects	2M	<ul style="list-style-type: none"> - Ensure the designated storage area for hand trolleys is clean, organised, and spacious enough to accommodate all equipment safely. - Develop clear guidelines on how to store hand trolleys properly, including guidelines for stacking or aligning them in a manner that minimizes the risk of falling objects. - Train all employees on safe storage practices and provide regular refresher courses to maintain awareness of proper procedures. - Implement a routine inspection schedule to identify potential hazards, such as cluttered or blocked storage areas, and address these issues immediately to maintain a safe work environment. - Post safety signage within the storage area reminding employees of required precautions while storing and handling hand trolleys. - Make use of appropriate storage accessories, such as hooks or compartments, to further secure stored hand trolleys and prevent them from falling. - Maintain an up-to-date inventory list of hand trolleys and other equipment, ensuring all items are accounted for and stored correctly. - Establish a clear path with visible markings within the storage area so workers can quickly access trolleys without obstructing other stored equipment. - Assign specific personnel with the responsibility of overseeing equipment storage; this ensures that everyone knows who to contact in case of any storage-related concerns. - Encourage employees to report any hazards they notice in the storage area, and address these reports promptly to demonstrate a proactive approach to workplace safety. - In situations where varying types or sizes of hand trolleys need to be stored, consider arranging them in a specific order to minimise confusion and lower the risk of improper storage leading to falling objects. 	1L	
12. Incident reporting	Incorrect reporting, Lack of communication	1L	<ul style="list-style-type: none"> - Proper training: Ensure all employees are thoroughly trained in incident reporting procedures to reduce the chances of incorrect reporting. - Reporting templates: Provide standardised templates for incident reporting that clearly outline the required details and guide the workers through the process. - Clear communication: Establish open channels of communication between workers and supervisors, promoting a culture of trust and encouraging the sharing of information. - Designated point of contact: Assign a designated person or team responsible for managing incident reports, ensuring they are aware of their duties and expectations in handling sensitive information. 	1L	

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			<ul style="list-style-type: none"> - Regular reminders: Issue periodic reminders to staff about the importance of reporting incidents promptly and accurately - this could be done through posters, email reminders, or verbal communication. - Accessible reporting tools: Make reporting tools, such as online forms or hotline numbers, easily accessible to all workers. - Review of incidents: Regularly review reported incidents with management and staff to identify trends or recurring issues and to discuss potential improvements in safety measures. - Feedback mechanisms: Offer a feedback mechanism so that employees can communicate their concerns about the reporting process without fear of repercussions. - Clear escalation protocols: Establish clear and well-communicated escalation paths for cases where regular reporting channels may not be sufficient, such as those involving severe injuries or deaths. - Anonymous reporting option: Provide an option for anonymous reporting if employees feel uncomfortable sharing certain details out of fear of retaliation or discrimination. - Continuous improvement: Monitor the effectiveness and compliance of incident reporting processes and adjust them as needed to ensure continuous improvement in workplace health and safety practices. - Periodic evaluations: Conduct regular assessments of the incident reporting process to determine its effectiveness and identify areas for improvement. - Encourage a safety-first culture: Instill a culture where safety is every employee's responsibility, and emphasise the importance of accurate and prompt incident reporting in maintaining a safe work environment. 		

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

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

LEGISLATIVE REFERENCES

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

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

SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

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

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

SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

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

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

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

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

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

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

SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

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

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