

High Pressure Cleaner Petrol | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: High Pressure Cleaner Petrol

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

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

ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY

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

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

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Inadequate training, incorrect PPE selection	3H	<ul style="list-style-type: none"> - Provide appropriate training: Ensure that all workers involved in operating high-pressure cleaners have received adequate training, including the proper handling of equipment and the understanding of potential hazards. - Develop a comprehensive Safe Work Method Statement (SWMS): Create an accessible SWMS to outline the worksite's specific requirements, necessary precautions, and the steps taken to minimise risk. - Implement PPE requirements: Make sure that all workers wear suitable personal protective equipment (PPE), such as safety glasses, hearing protection, gloves, steel-toed boots, and suitable clothing, while using the high-pressure cleaner. - Regularly inspect PPE: Conduct regular inspections to confirm that all PPE is in good condition and replace any damaged items promptly. - Maintain up-to-date certifications: Verify that all relevant personnel hold current licenses or qualifications for operating high-pressure cleaning equipment. - Pre-use equipment checks: Before using the high-pressure cleaner, perform routine inspections to ensure it has no visible damage or leaks, and confirm the correct attachment of all hoses and components. - Familiarise with the equipment: Encourage workers to familiarise themselves with the high-pressure cleaner's operator manual and fully understand its safe operation guidelines and emergency shut-off procedures. - Secure the work area: Implement effective barricades, signage, and cordons to restrict unauthorised access to the high-pressure cleaning zone and prevent potential injury to bystanders. - Assess environmental conditions: Check the work area for potentially hazardous conditions, such as slippery surfaces, electrical hazards, or obstructed pathways, and take remedial action if necessary. - Implement safe work practices: Encourage workers to maintain safe distances from the spray nozzle, avoid pointing the high-pressure cleaner at people or animals, and use the lowest pressure setting required for the task. - Establish communication protocols: Set clear verbal and non-verbal communication systems to enable effective coordination between team members during high-pressure cleaning operations. - Monitor and review control measures: Regularly evaluate the effectiveness of implemented control measures, reviewing any incidents or near misses to identify areas for improvement in maintaining worker safety while using high-pressure cleaners. 	2M	
2. Equipment inspection	Faulty hoses, damaged power outlets	2M	<ul style="list-style-type: none"> - Conduct a thorough visual inspection of all hoses, connectors, and power outlets before each use, looking for any signs of wear, damage, or corrosion. 	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"> - Provide training to all workers involved in the operation and maintenance of the high-pressure cleaner, ensuring they understand how to properly inspect and identify faults. - Establish a regular maintenance schedule for the high-pressure cleaner and its accessories, ensuring timely repairs and replacements are carried out as needed. - Implement a tagging system for damaged or faulty equipment, clearly marking it as 'out of service' until it has been repaired or replaced. - Keep a record of all inspections, faults, and repairs made on the high-pressure cleaner and its accessories, helping to identify recurring issues and trends that may warrant further investigation. - Use only manufacturer-approved replacement parts and consumables for the high-pressure cleaner, ensuring that equipment maintains its structural integrity and remains fit for purpose. - Store all hoses and attachments securely to prevent accidental damage from vehicles or other hazards when not in use. - Seat a safety officer at the worksite, responsible for monitoring the usage of the high-pressure cleaner and intervening if they notice any potentially unsafe practices. - Encourage workers to report any issues or concerns they may have regarding the condition of the equipment or their personal safety, creating a culture of open communication and shared responsibility. - Ensure that power outlets being used for the operation are regularly inspected for any signs of damage or wear, and immediately replace them if required. - Use GFCI (Ground Fault Circuit Interrupter) plugs or outlet protectors if the high-pressure cleaner is being operated near water sources. - Avoid using extension cords in wet or damp conditions where possible, and ensure that all connections remain dry and off the ground when the equipment is in operation. - Offer workers access to appropriate personal protective equipment (PPE), such as gloves, safety glasses, ear protection, and waterproof clothing, to minimise the risk of injury from potential equipment malfunctions or incidents. 		
3. Area setup	Tripping hazards, inadequate ventilation	3H	<ul style="list-style-type: none"> - Inspect the work area beforehand to identify any potential tripping hazards, such as loose cables, uneven flooring or debris, and remove them before commencing with the high-pressure cleaning process. - Ensure that all power cords connected to the petrol high-pressure cleaner are secured using cable traps, covers, or tie-downs to minimise the risk of tripping. - Clearly mark the boundaries of the work area by using safety cones, barricade tapes, or warning signs to warn others about the ongoing high-pressure cleaning operation and to prevent unwanted entry into the area. 	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"> - Maintain a clean and organised work environment throughout the course of the job to further reduce the risk of tripping incidents. - Plan the workflow in such a way that it avoids creating additional slip or trip hazards due to pooled water or other residues from cleaning tasks. - Provide adequate ventilation by ensuring that windows, doors, and vents are open to facilitate proper air movement in the workspace, helping to reduce the buildup of exhaust fumes from the petrol high-pressure cleaner. - Consider using appropriate exhaust extraction systems or portable fans to further improve ventilation in enclosed spaces without natural air circulation. - Train workers on the proper use and maintenance of the petrol high-pressure cleaner, emphasising the need for regular inspection and cleaning of the equipment to prevent malfunctions. - Use only manufacturer-approved cleaning agents compatible with the petrol high-pressure cleaner to avoid hazardous chemical reactions or risks associated with the release of harmful vapors. - Equip workers with appropriate PPE, including slip-resistant footwear, safety gloves and goggles, and if necessary, respirators for protection against fumes and chemicals. - Implement a spill response plan detailing the steps workers must take in case of accidental spills, leaks or other incidents that may contribute to an unsafe situation. - Conduct periodic risk assessments and revisiting the Safe Work Method Statement (SWMS) to keep track of evolving hazards and to ensure that necessary control measures are being followed by all personnel involved. - Encourage workers to report any issues, hazards or incidents promptly, and address these concerns in a timely manner to maintain a safe work environment. - Promote a culture of safety by regularly discussing workplace health and safety issues during team meetings or toolbox talks, and emphasising the importance of individual responsibility in preventing accidents and maintaining a hazard-free work area. 		
4. Transporting equipment	Manual handling injuries, vehicle accidents	3H	<ul style="list-style-type: none"> - Ensure all team members have received proper manual handling training, including correct techniques for lifting, carrying, and setting down equipment. - Use appropriate mechanical aids, like trolleys or carts, to transport heavy or bulky equipment whenever possible. - Provide sufficient personnel to assist in lifting and moving heavy equipment, sharing the load and reducing the risk of injuries. - Implement a routine inspection and maintenance schedule for transportation vehicles, ensuring their safety and performance are up to standard. 	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"> - Plan travel routes carefully, taking into account potential road hazards, traffic, and weather conditions to minimise the risk of accidents. - Establish and enforce safe speed limits for drivers transporting equipment to prevent vehicle accidents. - Secure all equipment properly within the vehicle using straps, ropes, or other suitable restraints to prevent movement during transit and reduce the likelihood of accidents. - Require all drivers to complete a comprehensive driver safety training programme that covers defensive driving techniques, fatigue management, and emergency response procedures. - Ensure vehicles transporting equipment have adequate lighting, mirrors, and visibility to aid in safe navigation. - Schedule regular breaks for drivers during long trips to help prevent fatigue and maintain concentration. - Communicate with workers on-site regarding the arrival time of equipment, allowing them to prepare adequate space for unloading safely, reducing the risk of manual handling injuries or accidental collisions. - Encourage a culture of reporting near misses or incidents promptly, allowing for corrective actions and improvements to be made swiftly, minimising the chances of future occurrences. 		
5. Fueling	Fuel spills, fire or explosion	4A	<ul style="list-style-type: none"> - Ensure that the high-pressure cleaner is switched off and adequately cooled down before attempting to refuel. - Always refuel in a well-ventilated area, away from any potential sources of ignition or open flames. - Use an approved petrol container with a tight-fitting cap, designed specifically for carrying fuel. - Keep a suitable type of fire extinguisher within easy reach for immediate emergency use, and ensure that all personnel are trained to use it properly. - Wear appropriate personal protective equipment (PPE) when handling fuel, such as chemical-resistant gloves and safety glasses or goggles. - Refuel the high-pressure cleaner on a flat, level surface to minimise the risk of accidental spills. - Avoid overfilling the fuel tank; leave sufficient airspace to allow for the fuel's expansion as it heats up during operation. - Wipe up any spilled fuel immediately using an absorbent material like kitty litter or sand, then dispose of it according to local regulations. - Regularly inspect fuel hoses and connections for signs of wear, damage, or leaks. Replace any damaged components before operating the high-pressure cleaner. 	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"> - Store fuel containers and flammable materials at a safe distance from the work area and in compliance with relevant Australian standards and regulations. - Display "NO SMOKING" signs prominently around the refueling area to remind workers and visitors not to smoke or use open flames. - Conduct regular toolbox talks and safety training sessions to reinforce safe fuel handling and storage procedures among workers. - Include fuel-related hazards in site-specific risk assessments, and develop comprehensive management plans to mitigate these risks. - Establish clear protocols for reporting and managing fuel spills, fires, or other emergencies, including emergency contact information and evacuation routes. 		
6. Starting high-pressure cleaner	Sudden hose movements, equipment malfunction	2M	<ul style="list-style-type: none"> - Inspect hoses and connections for signs of wear, damage or leaks prior to starting the high-pressure cleaner. Replace damaged hoses immediately. - Ensure workers operating the high-pressure cleaner are properly trained in its use and have read and understood the manufacturer's guidelines and recommendations for safely operating the equipment. - Implement a regular maintenance schedule for the high-pressure cleaner according to the manufacturer's recommendations, including checking for worn or malfunctioning parts and replacing as necessary. - Equip the high-pressure cleaner with a pressure-relief valve or nozzle to prevent sudden bursts of pressurised water caused by clogging or obstructed nozzles. - Provide protective clothing and equipment for workers, such as safety goggles, gloves, and non-slip footwear, to protect against potential injury from sudden hose movements or high-pressure water discharge. - Clear the area around the high-pressure cleaner of any unnecessary debris, obstacles, or tripping hazards that could cause accidental movements or disruptions during operation. - Encourage the use of two-person teams when operating the high-pressure cleaner, with one worker managing the hose and the other controlling the machine's settings and overseeing the cleaning process. - Maintain clear communication between workers using the high-pressure cleaner, including establishing hand signals or other non-verbal cues to indicate when it is safe to turn on or shut off the machine. - Post warning signs and create cordoned off zones, if necessary, to inform other workers or bystanders of the potential dangers associated with high-pressure cleaning activities and to maintain a safe distance from the work area. - Establish an emergency shut-off protocol in case of equipment malfunction or other unforeseen hazards, ensuring that workers understand how to quickly and safely power down the high-pressure cleaner to minimise risk of injury. 	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
7. Operation	Contact with high-pressure water jet, noise hazard	3H	<ul style="list-style-type: none"> - Proper Training: Ensure all workers using the high-pressure cleaner are appropriately trained and competent in its operation, including understanding the potential dangers of the high-pressure water jet. - Personal Protective Equipment (PPE): Workers should wear suitable PPE, such as safety goggles, ear protection, waterproof clothing and non-slip footwear to minimise the risk of contact with the high-pressure water jet and reduce exposure to noise hazards. - Inspect the Equipment: Regularly inspect the high-pressure cleaner for signs of wear, damage or malfunction before each use. Address any issues identified before commencing work. - Clear Work Area: Keep the work area clear of debris, obstacles and bystanders to minimise the chance of collision or accidental spraying. - Designated Operator: Assign one experienced operator to control the high-pressure cleaner at all times. Avoid passing the spray wand or lance back and forth between workers during operation. - Controlled Spray Direction: Ensure the spray nozzle is always directed away from people, animals, and fragile objects. Always hold the spray wand securely with both hands. - Warning Signs and Barriers: Set up warning signs and barriers around the work area to advise others of the potential hazards and restrict access. - Use Lower Pressure Settings: Whenever possible, use the lowest practical pressure setting to perform the cleaning task effectively while minimising the risk of injury due to contact with the high-pressure water jet. - Proper Nozzle Selection: Choose the appropriate nozzle size and spray pattern for the specific task being performed. A wider spray pattern reduces the force of the water jet and may help reduce the risk of injury, while still providing effective cleaning power. - Scheduled Breaks: Schedule regular breaks for workers to recover from the noise exposure and physical demands associated with operating a high-pressure cleaner. - Regular Maintenance: Perform routine maintenance on the high-pressure cleaner according to the manufacturer's recommendations. This includes cleaning the nozzles, checking the filters and hoses, and changing the oil as needed. - Noise Monitoring: Conduct regular noise assessments to ensure that workers are not exposed to prolonged harmful noise levels. Implement a hearing conservation programme if necessary, which includes audiometric testing and training on the proper use of hearing protection devices. - Emergency Response Plan: Develop and communicate an emergency response plan for incidents related to high-pressure cleaner operation, such as injuries due to contact with the water jet, equipment malfunction or failure, and slips, trips, or falls in the work area. 	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
8. Use of cleaning chemicals	Chemical burns, inhalation of fumes	3H	<ul style="list-style-type: none"> - Use proper personal protective equipment (PPE), including gloves, goggles, and respiratory protection when handling chemicals. - Store cleaning chemicals in a secure, well-ventilated area away from heat sources and incompatible substances. - Always follow the manufacturer's instructions for the correct use, dilution, and disposal of cleaning chemicals. - Conduct risk assessments to identify potential hazards and controls related to the use of chemicals during the cleaning process. - Develop a "hierarchy of controls" approach to minimising workers' exposure to hazardous substances, including elimination, substitution, engineering controls, and PPE usage. - Ensure that workers are trained in safe chemical handling procedures, including first aid response and spill containment measures. - Implement a system to monitor and maintain adequate ventilation systems in workspaces where cleaning chemicals will be used. - Regularly inspect and maintain equipment used in the cleaning process, such as high-pressure cleaners, hoses, and nozzles. - Encourage good housekeeping practices, such as routine cleaning and removal of clutter, to prevent the accumulation and spread of hazardous chemicals. - Continuously inform workers about potential health effects associated with exposure to hazardous substances in cleaning chemicals through training and awareness programs. - Establish a clear communication plan, including labels, signs, and hazard warnings, to inform workers about the presence, nature, and location of hazardous substances. - Use absorbent materials, spill kits, or other containment measures to help minimise the spread of any chemical spills in the workplace. - Create and maintain documentation detailing all chemical-related incidents, including injuries, illnesses, and near misses, to help identify trends and learning opportunities. - Review and update standard work method statements (SWMS) for high-pressure cleaning regularly to ensure they accurately reflect current best practices related to chemical usage and worker safety. 	1L	
9. Switching off & disconnection	Electric shock, user error	2M	<ul style="list-style-type: none"> - Proper training: Ensure that all operators of the high-pressure cleaner are adequately trained in its safe operation, including proper shutdown and disconnection procedures to minimise user error and electrical hazards. 	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"> - Inspect equipment: Before switching off and disconnecting the cleaner, visually inspect the unit for any signs of wear, damage, or malfunction that could pose a risk during disconnection. - Follow manufacturer instructions: Always adhere to the manufacturer's guidelines for safely shutting down and disconnecting the petrol high-pressure cleaner to prevent mishandling and potential hazards. - Turn off the motor: Make sure the motor is completely turned off before disconnecting any parts or hoses to avoid accidental activation and subsequent injury. - Wear appropriate PPE: Protect yourself from potential electric shocks by wearing safety gloves, safety shoes, and other recommended personal protective equipment while handling the disconnected parts. - Unplug electrical connections: Ensure the power supply is disconnected securely, double-checking that there are no exposed wires or loose connections that could cause electric shock upon touch or during disengagement. - Release pressure build-up: Gradually release built-up pressure in the hoses and nozzle by pointing the wand in a safe direction and gently squeezing the trigger. This will help to avert accidents caused by sudden pressure release. - Drain excess water: After relieving pressure, allow any remaining water to drain out of the hose and cleaner to prevent dripping and reduce risks associated with wastewater pooling, such as slips and falls. - Safe storage: Disconnect and store hoses, cords, and accessories in designated areas, ensuring they are free from damage, properly coiled, and do not present any trip hazards on the worksite. - Cooling period: Allow the high-pressure cleaner to cool down before attempting to disconnect fuel and power sources, as hot surfaces can cause burns if touched prematurely. - Fuel safety: When disconnecting the fuel source, make sure that the petrol tank is fully closed and secure to prevent potential spills, leaks or fire hazards. - Tag-out/lock out procedures: Implement lockout/tag-out procedures during disconnection to protect against accidental reactivation of equipment and ensure a safe working environment for all employees. 		
10. Cleaning up	Slippery surfaces, contact with contaminants	2M	<ul style="list-style-type: none"> - Designate a specific area for the high-pressure cleaning process to take place, ensuring it is well-lit, ventilated, and marked with appropriate signage to alert others of potential hazards. - Provide employees with appropriate personal protective equipment (PPE) such as slip-resistant footwear, gloves, and safety goggles to minimise the risk of injury from contact with contaminants or slippery surfaces. 	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"> - Develop and implement a systematic cleaning procedure that includes regular checks on the equipment, work area, and surfaces throughout the cleaning process to prevent the build-up of hazardous materials. - Use absorbent mats or spill containment systems around the work area to prevent any excess water or cleaning chemicals from spreading onto adjacent areas, mitigating the risk of creating slippery surfaces. - Employ proper waste disposal procedures, including the safe removal and storage of contaminated materials, to keep the work area clean and minimise the possibility of coming into contact with harmful substances. - Train staff in safe handling and use of high-pressure cleaning equipment, emphasising the importance of following established procedures and reporting any issues or concerns immediately. - Ensure that all equipment, hoses, and nozzles used during high-pressure cleaning are inspected and maintained regularly, reducing the likelihood of malfunctions or accidents caused by damaged or faulty components. - Implement an ongoing system for monitoring and evaluating the effectiveness of the current control measures and adjusting them as necessary to account for changes in the working environment or the introduction of new hazards. - Schedule regular breaks for employees involved in high-pressure cleaning tasks to reduce worker fatigue and maintain a heightened level of awareness regarding potential hazards, particularly when wrapping up and cleaning the work area. - Encourage open communication between workers and management regarding any incidents, near misses, or suggestions for improving workplace health and safety practices related to high-pressure cleaning operations. 		
11. Maintenance	Unplanned release of stored energy, exposure to hazardous materials	2M	<ul style="list-style-type: none"> - Proper Training: Ensure that all operators of the high-pressure cleaner have received adequate training regarding the safe usage, handling, and maintenance processes involved with petrol-operated equipment. - Pre-Maintenance Inspection: Prior to performing any maintenance work, conduct a thorough inspection of the area surrounding the high-pressure cleaner and ensure that there are no signs of leakage or hazards present. - Lockout/Tagout Procedures: Follow established lockout/tagout procedures when working on the high-pressure cleaner to prevent unexpected startup or energising. - Manual Handling Techniques: Properly train workers on the safe manual handling techniques for lifting and moving heavy equipment during maintenance tasks to avoid strain injuries. - Personal Protective Equipment (PPE): Provide appropriate PPE, including gloves, safety glasses, and respiratory protection, to protect employees from hazardous materials and potential exposure while performing maintenance tasks. 	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"> - Ventilation Systems: Make sure proper ventilation is in place within the working area during maintenance operations, especially when dealing with hazardous substances such as fuel and cleaning agents. - Spill Kits and Absorbents: Keep spill kits and absorbents readily available in the event of a spill or leak involving hazardous materials, to minimise the risk of environmental contamination or worker exposure. - Equipment Inspection and Servicing: Regularly inspect and service the high-pressure cleaner according to the manufacturer's guidelines, and document these inspections and services to track the equipment's maintenance history. - Correct Tool Usage: Provide workers with the necessary tools suitable for performing maintenance tasks, and ensure they know how to use them safely and correctly to avoid accidents. - Allow for Adequate Work Breaks: Consider the physical demands of the maintenance tasks, and schedule regular breaks to prevent worker fatigue, which could lead to errors or oversights that might create unsafe situations. 		
12. Storage	Improper storage leading to damage, unauthorised access	2M	<ul style="list-style-type: none"> - Designate a specific storage area for the high-pressure cleaner to ensure it is kept in an organised and secure location when not in use. - Place clear signage indicating that only trained and authorised personnel are allowed to access the storage area and equipment. - Ensure that the high-pressure cleaner is properly switched off, disconnected from power sources and any remaining water is drained before storing the equipment. - Conduct regular inspections of the storage area to ensure it remains clean, dry, and free of debris that could cause damage to the high-pressure cleaner. - Implement a preventative maintenance schedule for the high-pressure cleaner to minimise potential risks due to wear and tear or mechanical failure. - Provide training to all staff members who handle or operate the high-pressure cleaner on best practices for equipment storage and maintenance, ensuring they understand the importance of adhering to these standards. - Equip the storage area with adequate ventilation and temperature control systems to mitigate the risk of damage due to environmental factors, such as humidity or extreme heat. - Use lockable storage cabinets or rooms with controlled access points to prevent unauthorised individuals from gaining access to the high-pressure cleaner. - Develop a checklist for proper disassembly (if applicable) and storage procedures for the high-pressure cleaner, emphasising the need to follow each step carefully to prevent complications or hazards. - Regularly monitor the usage logs of the high-pressure cleaner and review CCTV footage (if available) of the storage area to identify any indications of unauthorised access or tampering with the equipment. 	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
			- Promote an open communication culture within the workplace, where employees feel comfortable reporting any concerns or issues related to the storage and handling of the high-pressure cleaner, enabling management to address potential hazards proactively.		

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	