

## Isolation of Plant and Machinery | SAFE WORK METHOD STATEMENT (SWMS)

### TASK OR ACTIVITY: Isolation of Plant and Machinery

Business Name: Coastal Hire And Sales Pty Ltd

ABN: 70114481408

SWMS#

Business Address:

Contact Person:

Phone:

Email:

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

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

Full Name:

Signature:

Title:

Date:

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

Full Name:

Title:

Phone:

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

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

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

NAME

SIGNATURE

DATE

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

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

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

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### CLIENT OR PRINCIPAL CONTRACTOR DETAILS

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

### ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT

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

### ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY

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

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

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Incorrect isolation procedures, inadequate training	3H	<ul style="list-style-type: none"> <li>- Provide comprehensive training for all workers on isolation procedures to ensure they are skilled and knowledgeable about the correct process for isolating plant and machinery.</li> <li>- Develop a clear, written isolation procedure for each equipment type or model, including step-by-step instructions and checklists to guide workers in implementing proper isolation techniques.</li> <li>- Clearly label all isolation points, including valve handles, circuit breakers, switches, and other equipment parts involved in the isolation process.</li> <li>- Implement a "lockout/tagout" system, where workers attach their personal locks and tags to isolation devices to signify that the equipment is being serviced and should not be operated.</li> <li>- Ensure that employees are familiar with and adhere to the hierarchy of control measures: elimination, substitution, engineering controls, administrative controls, and personal protective equipment (PPE).</li> <li>- Regularly inspect equipment to identify any potential issues with its operation or isolation methods, promptly addressing any problems discovered.</li> <li>- Establish regular refresher courses and training sessions for employees to review and update their knowledge on safe isolation practices.</li> <li>- Always consult and review the equipment's manufacturer guidelines when developing and updating the company's isolation procedures.</li> <li>- Implement a robust permit-to-work system that will document the necessary isolation steps and responsible personnel for each job, ensuring accountability and thorough communication.</li> <li>- Encourage workers to report any observed unsafe practices or conditions relating to equipment isolation, fostering a culture of constant improvement and safety awareness.</li> <li>- Regularly conduct risk assessments to identify potential hazards related to incorrect isolation procedures and establish appropriate control measures according to the principle of "as low as reasonably practicable" (ALARP).</li> <li>- Adopt a "zero tolerance" policy for bypassing or circumventing established isolation procedures, making it clear that all employees must follow the company's safety protocols at all times.</li> <li>- Designate and train specific employees as "Isolation Officers," who will be responsible for verifying the proper implementation of isolation techniques before work commences on a particular piece of equipment.</li> <li>- When introducing new equipment or machinery, proactively develop and implement effective isolation procedures in collaboration with the manufacturer, ensuring that workers are adequately prepared to work safely with the new technology.</li> </ul>	2M	
2. Lockout/Tagout	Unauthorised access, improper labeling	3H		1L	

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			<ul style="list-style-type: none"> <li>- Develop and implement a lockout/tagout (LOTO) procedure specifically tailored to the plant or machinery being isolated, detailing the correct sequence of steps to follow.</li> <li>- Provide lockout devices, such as padlocks or other physical barriers, that are unique to each authorised individual responsible for performing the isolation process on the plant or machinery.</li> <li>- Ensure access to key lockout/tagout equipment is controlled, logged, and available only to authorised personnel who have received training in its proper use.</li> <li>- Establish a well-defined and visible tagout system that includes warning signs and labels specifying the locked-out equipment, reason for lockout, and the name of the authorised person who performed the LOTO.</li> <li>- Conduct frequent inspections of the worksite to confirm that all lockout/tagout procedures are being followed correctly, including the use of appropriate signage and labeling.</li> <li>- Schedule regular refresher training sessions for employees who are authorised to perform LOTO procedures, emphasising the importance of following proper procedures and remaining vigilant in maintaining LOTO standards.</li> <li>- Implement a layered authorization system where multiple levels of management approve changes to LOTO processes, ensuring any alterations are necessary and carried out safely.</li> <li>- Enforce strict penalties for non-compliance with lockout/tagout procedures, including disciplinary action against individuals found to be bypassing required safety measures.</li> <li>- Set up an effective communication system between workers operating machinery and those responsible for isolating that equipment, ensuring constant awareness of work status and potential hazards.</li> <li>- Post emergency contact information in visible locations around the worksite, providing clear instructions for reporting any violations of lockout/tagout procedures.</li> <li>- Regularly update all lockout/tagout materials, such as training documentation, lockout devices, and tags, to maintain best practices and prevent lapses in safe working conditions.</li> <li>- Incorporate near-miss reporting into the workplace culture, encouraging employees to identify and communicate any potential shortcomings in lockout/tagout procedures.</li> <li>- Foster a positive safety culture where employees are empowered to speak up about concerns or issues they may have with isolation practices, promoting a proactive approach to resolving problems and maintaining a safe work environment.</li> </ul>		
3. Assess & Inspect	Inadequate inspection, unseen hazards	2M	<ul style="list-style-type: none"> <li>- Implement a robust and well-documented inspection procedure to ensure all relevant aspects of the plant and machinery are assessed effectively.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Train and certify all personnel involved in isolation tasks on the specific machinery and safety best practices to identify potential hazards before they become an issue.</li> <li>- Allocate enough time for thorough assessments and inspections, taking into account the complexity and size of the machinery or plant involved.</li> <li>- Utilise detailed checklists that outline each element of the isolation process and which specifically address hazards related to this work step.</li> <li>- Conduct mandatory pre-start meetings to discuss the inspection process, highlighting any potential issues, concerns, or unusual circumstances that may require more in-depth investigation.</li> <li>- Employ visual aids, such as diagrams, photos, and clear labeling, to assist inspectors in identifying hazards accurately and effectively.</li> <li>- Establish proper communication channels between the inspection team and other relevant stakeholders, such as supervisors and maintenance personnel, to address queries or concerns promptly.</li> <li>- Encourage a culture of vigilance and accountability by giving inspectors the authority to halt work if hazards are identified during the assessment process and until the issues are resolved.</li> <li>- Utilise advanced technology, like remote camera systems or drone inspections, where possible, to supplement manual inspections and provide greater insights into hard-to-reach areas.</li> <li>- Schedule periodic audits of the isolation and inspection process to monitor its effectiveness, putting continuous improvements in place based on feedback.</li> <li>- Regularly review and update risk assessments, inspection procedures, and training materials to ensure continued relevancy and compliance with current standards and regulations.</li> <li>- Develop a thorough incident reporting and investigation process to learn from past events or near misses, using these experiences to improve future inspections.</li> <li>- Foster an open dialogue around workplace health and safety, encouraging workers at all levels to report potential hazards or areas of concern without fear of repercussion.</li> </ul>		
4. Disable Energy Sources	Electrical hazards, stored energy release	3H	<ul style="list-style-type: none"> <li>- Conduct a thorough risk assessment of the worksite, identifying all potential hazards associated with electrical and stored energy release.</li> <li>- Ensure that only individuals with appropriate training and qualifications are performing tasks related to isolating plant and machinery.</li> <li>- Verify all equipment and machinery are properly de-energised by following the Lockout/Tagout (LOTO) process, which includes proper communication, coordination, and documentation among involved personnel.</li> </ul>	2M	

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			<ul style="list-style-type: none"> <li>- Use Personal Protective Equipment (PPE), such as insulated gloves, safety goggles, and face shields, when working near or handling electrical components and equipment.</li> <li>- Install warning signage around the work area, indicating the presence of electrical and stored energy hazards, as well as the ongoing isolation procedures.</li> <li>- Establish a clear isolation zone, ensuring that only authorised personnel enter the area while work is being performed.</li> <li>- Implement an isolation permit system, requiring all workers involved in the isolation process to sign off on the permit before commencing work.</li> <li>- Periodically inspect tools and equipment used in the isolation process for any defects or damages, replacing them as necessary to ensure their reliability and efficacy.</li> <li>- Provide ongoing training for workers involved in the isolation of plant and machinery, reinforcing best practices and emphasising the importance of adhering to established safety guidelines.</li> <li>- Establish a procedure for the systematic testing and verification of the effectiveness of isolation measures, using devices like voltage detectors to confirm the absence of live electrical currents.</li> <li>- Develop an emergency response plan in case of accidents or incidents related to electrical hazards and stored energy release, including first aid and rescue procedures, as well as reporting requirements.</li> </ul>		
5. Draining & Venting	Chemical exposure, over-pressurization accidents	4A	<ul style="list-style-type: none"> <li>- Proper training: Ensure that all workers involved in the draining and venting process receive adequate training about the safe handling of chemicals and pressurised systems, as well as emergency response procedures.</li> <li>- Personal Protective Equipment (PPE): Provide suitable PPE such as goggles, gloves, and chemical-resistant clothing to prevent direct contact with hazardous chemicals and high-pressure components.</li> <li>- Inspection of equipment: Regularly inspect and maintain equipment used in the draining and venting process to ensure their proper working condition and minimise any unexpected failures or leaks.</li> <li>- Shut down procedures: Implement standard shut down procedures before draining or venting any system to ensure that there is no risk of over-pressurization accidents or chemical exposure during the operation.</li> <li>- Proper ventilation: Adequate ventilation should be maintained at all times during draining and venting work to help disperse any potentially harmful vapors and minimise the risk of exposure.</li> <li>- Use appropriate tools: Only approved, non-sparking tools should be used when working on pressurised systems or handling chemicals to avoid accidents caused by unintended sparks, pressure build-up, or ruptures.</li> </ul>	2M	



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			<ul style="list-style-type: none"> <li>- Follow established procedures: Always follow proper draining and venting procedures as per the manufacturer's guidelines and company policy, including correct use of isolation techniques and equipment.</li> <li>- Clear communication: Establish clear communication among workers during the draining and venting process to effectively coordinate tasks, share information about potential hazards, and prevent miscommunications that may result in accidents.</li> <li>- First aid availability: Have a fully stocked first aid kit on-site and ensure that trained personnel are available to address chemical exposure or injuries due to over-pressurization incidents quickly.</li> <li>- Eliminate ignition sources: Remove any potential ignition sources from the area where draining and venting operations are being carried out to minimise the risk of fire or explosion from flammable substances.</li> <li>- Spill containment measures: Set up appropriate spill containment equipment, such as spill barriers and absorbent materials, to control and clean up accidental chemical spills effectively.</li> <li>- Safety signage: Display appropriate safety signs indicating the presence of chemicals, pressurised systems, or other potential hazards associated with draining and venting work to alert workers and site visitors.</li> <li>- Emergency response plan: Develop a detailed emergency response plan that covers all potential scenarios related to chemical exposure, over-pressurization accidents, and other emergencies during draining and venting operations.</li> <li>- Promote a culture of safety: Encourage workers to report and address any concerns, unsafe conditions, or near misses they encounter while performing draining and venting tasks to continually improve workplace health and safety.</li> </ul>		
6. Equipment Isolation	Mechanical entanglement, uncontrolled movement	3H	<ul style="list-style-type: none"> <li>- Implement lockout/tagout procedures: Ensure that a proper lockout/tagout system is in place and strictly followed when isolating equipment to prevent unauthorised access or accidental startup of machinery.</li> <li>- Install safety guarding: Install physical barriers or guards around high-risk areas to prevent accidental contact with moving parts and protect workers from mechanical entanglement.</li> <li>- Provide safety training: Train all employees on the safe operation, maintenance, and servicing procedures for all plant and machinery they will be working with, including hazard identification and control measures.</li> <li>- Conduct regular inspections: Perform routine inspections of equipment and machinery to verify that all safety features, such as guarding and interlocks, are functioning correctly and that isolation processes have been adequately implemented.</li> <li>- Clearly mark isolation points: Clearly label all isolation points (such as valves or switches) to ensure that workers can quickly identify the correct location for de-energising equipment during an emergency or maintenance procedure.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Verify isolation effectiveness: Before performing work on isolated equipment, test the machinery to ensure it is properly de-energised and cannot accidentally start up during the servicing or maintenance process.</li> <li>- Establish communication protocols: Ensure clear communication between all team members involved in the isolation and lockout/tagout processes to avoid confusion and potential accidents.</li> <li>- Use appropriate personal protective equipment (PPE): Provide all workers with the necessary PPE, such as gloves, safety goggles, and steel-toed boots, to protect them from potential hazards during equipment isolation and maintenance.</li> <li>- Maintain an isolation log: Keep a detailed record of all machinery and equipment that has been isolated for maintenance or servicing, including the date, time, and specific details about the isolation process, to ensure all steps have been followed correctly.</li> <li>- Develop emergency response procedures: Create and frequently review emergency response plans to ensure all workers know what to do in the event of an incident, such as mechanical entanglement or uncontrolled movement of equipment, during the isolation process.</li> </ul>		
7. Verification Process	Faulty equipment, inaccurate testing results	2M	<ul style="list-style-type: none"> <li>- Regular inspections and maintenance: Conduct regular inspections and servicing of the isolation equipment, tools, and machinery to ensure their proper functioning and overall condition.</li> <li>- Testing and calibration: Ensure testing equipment is calibrated as per the manufacturer's guidelines or relevant Australian Standards before use to maintain accurate results.</li> <li>- Use of proper PPE: Provide and enforce the use of personal protective equipment (PPE) such as gloves, safety glasses, and hearing protection during the verification process.</li> <li>- Training and competency: Ensure all workers involved in the verification process have completed relevant training courses and are deemed competent before conducting any work on plant and machinery isolation.</li> <li>- Manufacturer's guidelines adherence: Follow the guidelines and procedures provided by the equipment manufacturers for isolating and verifying plant and machinery.</li> <li>- Clearly marked boundaries: Implement clearly defined and marked boundaries to designate the areas requiring isolation and where the verification process will take place.</li> <li>- Defined roles and responsibilities: Clearly outline and communicate the roles and responsibilities for each team member during the verification process, ensuring everyone involved is aware of their tasks and what is expected of them.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Emergency response plan: Develop and implement an emergency response plan specific to plant and machinery isolation, including steps to be followed when potential faults are detected during the verification process.</li> <li>- Record keeping and documentation: Maintain detailed records of all work carried out during the verification process, including test results, identification of hazards, and corrective actions taken.</li> <li>- Communication and consultation: Maintain clear communication channels with all team members throughout the verification process to address any issues or concerns that may arise and prevent miscommunication or misunderstandings.</li> <li>- Periodic audits and reviews: Conduct periodic audits and reviews of work practices, procedures, and control measures to ensure they continue to provide adequate protection against identified hazards and remain in line with current industry standards and legislation.</li> </ul>		
8. Work Execution	Miscommunication, incorrect tool usage	3H	<ul style="list-style-type: none"> <li>- Implement clear and concise communication protocols, such as pre-work briefings, to ensure all workers understand their roles and responsibilities during the work execution process.</li> <li>- Conduct regular toolbox talks to discuss potential hazards, including the risks associated with miscommunication and incorrect tool usage, and reinforce safe work practices.</li> <li>- Require that employees participate in ongoing training and competency assessment to ensure they are proficient in operating tools and equipment relevant to their job tasks safely.</li> <li>- Establish a system for verifying isolations before any work on plant and machinery commences, which may include lockout/tagout procedures to ensure proper energy isolation.</li> <li>- Utilise visual aids such as signs and labels to remind workers of the correct tools and equipment for specific tasks, helping to prevent improper usage.</li> <li>- Encourage open communication among team members by creating a positive work environment where workers feel comfortable raising concerns about tasks or conditions they feel are unsafe.</li> <li>- Develop and implement a clear procedure for managing changes in work tasks or personnel during the work execution process, ensuring all affected employees are informed and understand any new hazards or control measures.</li> <li>- Clearly define approved methods for communicating critical information about plant and machinery status, such as isolation completion or work commencement, to minimise confusion and potential errors.</li> <li>- Regularly maintain, inspect, and service tools and equipment to ensure they are in good working condition and reduce the likelihood of accidents stemming from malfunctioning tools.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Provide appropriate personal protective equipment (PPE) to miniimise potential injuries in the event of incorrect tool usage or other unforeseen hazards during work execution.</li> <li>- Conduct periodic audits and review of safety management systems, policies, procedures, and practices related to work execution involving plant and machinery isolation, engaging both employee feedback and external expertise to continuously improve safety outcomes.</li> </ul>		
9. Monitor & Review	Inadequate supervision, complacency	2M	<ul style="list-style-type: none"> <li>- Develop clear, concise safety policies and procedures for the isolation of plant and machinery.</li> <li>- Conduct regular safety awareness training and refresher courses for all employees involved in the process.</li> <li>- Implement a strong safety culture that encourages open communication among employees to report safety concerns and vulnerabilities.</li> <li>- Appoint competent supervisors who are well-versed with safety standards and protocols to ensure that activities align with organizational safety policies and requirements.</li> <li>- Introduce regular inspections and audits for compliance with safety procedures and identify areas of improvement.</li> <li>- Establish a policy for maintaining up-to-date records on all isolation activities and workplace safety checks, accessible by relevant personnel.</li> <li>- Use visible warning signs and labels around the isolated plant or machinery, including lockout/tagout devices, to deter complacent behaviour.</li> <li>- Promote peer monitoring amongst employees to encourage vigilance, report any potential risks, and intervene in instances of complacency.</li> <li>- Schedule routine safety meetings to review SWMS implementation, discuss best practices, and address any feedback from employees.</li> <li>- Regularly evaluate the performance of isolation equipment and tools by conducting thorough maintenance checks and replacing them when they no longer meet safety standards.</li> <li>- Encourage employees to participate in the continuous improvement of safety procedures by providing suggestions and reporting near-miss incidents.</li> <li>- Ensure that contractors or external parties working on-site have received relevant safety induction training and follow standard operating procedures in line with the organisation's safety protocols.</li> <li>- Review any incident or accident reports relevant to isolation work, conduct root cause analysis, and integrate lessons learned to improve future safety practices.</li> </ul>	1L	
10. Remove Isolation Devices	Unintended energization, early deactivation	3H		1L	

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			<ul style="list-style-type: none"> <li>- Properly communicate with all team members and employees, ensuring they are aware of the isolation process and the removal of isolation devices for plant and machinery.</li> <li>- Establish a lockout/tagout (LOTO) procedure, where only authorised personnel can access, remove or deactivate isolation devices during the process.</li> <li>- Use highly visible warning labels and tags on isolation devices to alert employees of the potential hazards associated with their removal.</li> <li>- Implement and enforce clear and concise standard operating procedures (SOPs) for safely removing isolation devices and re-energising equipment.</li> <li>- Conduct regular equipment and machinery inspections to ensure that all safety mechanisms, including the isolation devices, are in place and functioning correctly prior to any removal process.</li> <li>- Ensure that employees receive regular training refreshers on how to handle isolation devices safely, understand the risks involved in removing these devices, as well as proper LOTO procedure.</li> <li>- Coordinate with any necessary external agencies or services, such as electrical utilities, if required in the specific case of isolation device removal to mitigate risks of unintended energization.</li> <li>- Encourage a culture of open reporting and learning from near-misses and incidents involving isolation device removal, promoting the sharing of best practices and lessons learned across the company.</li> <li>- Utilise engineering controls and interlocks on equipment to prevent unauthorised or accidental removal of isolation devices and inadvertent energization.</li> <li>- Create a comprehensive checklist to guide employees through the process of removing isolation devices safely from plant and machinery, ensuring that each step is followed methodically to prevent errors.</li> <li>- Continuously review and update risk assessments regarding removal of isolation devices, staying informed about industry advancements, regulatory changes, and innovative safety solutions to continuously improve the process for enhanced worker safety.</li> </ul>		
11. Restore Energy Sources	Unexpected start-ups, operator errors	4A	<ul style="list-style-type: none"> <li>- Clearly label and identify energy isolating devices for each piece of plant and machinery to minimise confusion during the restoration process.</li> <li>- Provide thorough training for all workers involved in the isolation and restoration process, focusing on correct procedures, communication protocols, and hazard identification.</li> <li>- Establish and follow a lockout-tagout (LOTO) system that requires unique, individual locks and tags for each authorised worker removing or applying energy isolation devices.</li> </ul>	2M	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			<ul style="list-style-type: none"> <li>- Verify the absence of any personnel in the surrounding work area before restoring energy sources to eliminate the risk of accidental entrapment or injury during unexpected start-ups.</li> <li>- Implement a step-by-step restoration procedure that includes verification of task completion, proper reconnection of energy sources, and removal of locks/tags only by authorised individuals.</li> <li>- Encourage open communication among team members and supervisors to discuss any issues or concerns regarding the restoration process to enhance overall safety.</li> <li>- Require workers to visually inspect plant and machinery for damage or malfunction before restoring energy sources to prevent potential hazards upon restart.</li> <li>- Ensure proper coordination of activities between different teams, departments, or shifts working with the same equipment to prevent misunderstandings and miscommunications during the restoration process.</li> <li>- Develop and maintain an up-to-date list of all machinery and associated energy sources within your workplace, making it readily accessible to all relevant workers.</li> <li>- Conduct regular audits of isolation and restoration practices, including review of applicable LOTO procedures, to identify areas for improvement and increase overall safety compliance.</li> <li>- Implement a permit-to-work system or similar system for high-risk activities involving the isolation and restoration of energy sources to ensure appropriate precautions are taken consistently.</li> <li>- Review and update risk assessments regularly based on new information, changes in equipment or processes, or other factors that may affect the safe operation of plant and machinery.</li> <li>- Incorporate ergonomic considerations into the design and arrangement of controls, switches, and energy sources to reduce the risk of operator errors during the restoration process.</li> <li>- Establish a robust reporting and investigation process for incidents or near-misses related to energy isolation and restoration, using lessons learned to refine SWMS as needed.</li> </ul>		
12. Debrief & Documentation	Inaccurate record keeping, lack of communication	2M	<ul style="list-style-type: none"> <li>- Conduct regular team debriefings: Ensure all staff members involved in the isolation process participate in regular debriefing sessions to discuss any issues, incidents, or changes made throughout the project.</li> <li>- Designate a responsible person for documentation: Assign a specific individual or a small team to manage and maintain accurate records of all isolation activities related to plant and machinery.</li> <li>- Implement a standardised documentation system: Use a consistent format and templates for all documents, including SWMS, risk assessments, and permits, to ensure easy access and readability.</li> </ul>	1L	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			<ul style="list-style-type: none"> <li>- Maintain a central repository for documents: Store all relevant project documents in a centralized location (e.g., shared drive, cloud-based server) that is accessible to all authorised personnel.</li> <li>- Regularly update documents as needed: Check and update documentation regularly throughout the project, with any changes communicated clearly to all relevant parties.</li> <li>- Establish clear communication channels: Set up structured communication lines among team members (e.g., email, messaging apps, daily huddles) and encourage open discussion on any concerns or challenges faced during the project.</li> <li>- Train staff in effective record keeping: Provide training to all employees involved in the isolation process on proper methods for documenting and maintaining accurate records of their work activities.</li> <li>- Utilise digital tools for tracking and monitoring: Employ technology such as project management software, mobile apps, or electronic logbooks to assist in maintaining organised and up-to-date documentation.</li> <li>- Conduct regular audits of the documentation: Periodically review the documentation to ensure accuracy, completeness, and compliance with workplace regulations and guidelines.</li> <li>- Clearly outline roles and responsibilities within the isolation team: Establish a clear understanding of each team member's role and responsibility within the project and how it relates to documentation and communication.</li> <li>- Establish a review and approval process: Implement a procedure for reviewing and approving documentation before submitting it to clients or regulatory bodies, helping catch potential inaccuracies or errors.</li> <li>- Encourage open feedback and continuous improvement: Foster a culture of learning where team members are encouraged to provide feedback on gaps in the isolation process and documentation, leading to ongoing improvements in work practices.</li> </ul>		

## EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

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

## LEGISLATIVE REFERENCES

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

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



## SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

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

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

## SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

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

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

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

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

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

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

## SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

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

ITEMS WHICH MUST BE INCLUDED IN THE SWMS	COMPLETED	TO BE DONE	COMMENTS				
The company details have been entered, including the project name and address.	<input type="checkbox"/>	<input type="checkbox"/>					
Names and signatures of all relevant personnel consulted during the development of the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>					
Name, signature, position and date signed of the person approving the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>					
Specific personnel and qualifications, experience is noted in the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>					
Provides a step-by-step process of tasks required to carry out the activity or task.	<input type="checkbox"/>	<input type="checkbox"/>					
Adequate risk assessment of any identified hazards has been completed.	<input type="checkbox"/>	<input type="checkbox"/>					
Foreseeable hazards are identified and documented for each step.	<input type="checkbox"/>	<input type="checkbox"/>					
Any hazards listed in any site risk assessments have been added to the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>					
SWMS initial risk (IR) column as well as residual risk (RR) columns completed.	<input type="checkbox"/>	<input type="checkbox"/>					
Check control measures added to the SWMS are the most effective selections.	<input type="checkbox"/>	<input type="checkbox"/>					
Responsible person is assigned and listed on the SWMS for the implementation of control measures.	<input type="checkbox"/>	<input type="checkbox"/>					
Permit requirements specified, such as Hot Work, Electrical Work, Work at Heights etc.	<input type="checkbox"/>	<input type="checkbox"/>					
SWMS identifies plant and equipment to be used.	<input type="checkbox"/>	<input type="checkbox"/>					
Details of inspection checks required for any equipment listed are noted on the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>					
Describes any mandatory qualifications, experience, training or skills required to perform the work.	<input type="checkbox"/>	<input type="checkbox"/>					
Applicable personal protective equipment is selected on the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>					
Lists any required permits or licenses.	<input type="checkbox"/>	<input type="checkbox"/>					
Reflects and documents any legislative references and/or Australian Standards.	<input type="checkbox"/>	<input type="checkbox"/>					
Identifies any hazardous substances used with specific control measures in line with any SDS.	<input type="checkbox"/>	<input type="checkbox"/>					
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><b>REVIEWED BY</b></td> <td style="width: 50%; border: none;"><b>DATE REVIEWED</b></td> </tr> <tr> <td style="border: none;"><b>SIGNATURE</b></td> <td style="border: none;"><b>DATE COMPLETED</b></td> </tr> </table>				<b>REVIEWED BY</b>	<b>DATE REVIEWED</b>	<b>SIGNATURE</b>	<b>DATE COMPLETED</b>
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