

Jack Hammer | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Jack Hammer

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.

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CLIENT OR PRINCIPAL CONTRACTOR DETAILS

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

ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT

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

ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY

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

RISK MATRIX											
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HEIRARCHY OF CONTROLS			
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE						
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED				
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.				
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.				
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.				
<p>Notes on Hierarchy of Controls: Elimination methods are the most effective and preferred when controlling a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the third most effective, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment) is the least effective method.</p>											
PERSONAL PROTECTIVE EQUIPMENT (PPE)											
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING PROTECTION	EYE PROTECTION	RESPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable).											
<p>Note: A SWMS must be reviewed regularly to make sure it remains effective. A SWMS must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.</p> <p>When a SWMS has been revised, the person conducting a business or undertaking must ensure all:</p> <ol style="list-style-type: none"> 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	Manual handling, noise exposure	2M	<ul style="list-style-type: none"> - Implement proper manual handling techniques: Ensure all workers are trained in correct lifting, pushing, and pulling techniques to reduce the risk of injury during preparation tasks. - Provide appropriate personal protective equipment (PPE): Workers should be provided with hearing protection, gloves, safety footwear, and high-visibility clothing to minimise potential hazards. - Pre-plan and organise the work area: Assess the site and determine the safest way to set up the work environment, including evaluating access points, storage areas for materials, and any potential hazards. - Limit exposure to excessive noise levels: Schedule breaks and rotations for workers operating jack hammers to manage their total noise exposure during the day. - Maintain tools and equipment: Regular inspections and maintenance of jack hammers and other tools should be carried out to ensure correct functioning and reduce unforeseen risks. - Ensure proper supervision: All workers need to be supervised by an experienced team leader or manager, who is responsible for monitoring worker behaviour and ensuring safe work practices are followed. - Utilise ergonomic equipment: Choose ergonomically designed jackhammers with vibration-reducing features and utilise handles that minimise strain on workers' wrists and arms. - Provide adequate training: Before starting work, ensure that all staff are adequately trained in the use of a jackhammer, as well as relevant workplace health and safety regulations. - Communicate risks and hazards: Implement clear communication methods such as signage, barriers, and daily briefings to ensure everyone on-site is aware of potential hazards. - Conduct regular risk assessments: Continually assess the worksite for new hazards and engage workers in discussions about how to maintain a safe working environment. - Enforce safe work procedures: Enforce a strict policy on safe work practices, including tool usage, PPE, and following established processes. - Warm-up and stretching exercises: Encourage workers to perform warm-up exercises and stretches before beginning work, to help prevent injuries from strain and overexertion. - Use mechanical aids: Utilise mechanical lifting equipment such as trolleys and hoists to reduce manual handling risks during preparation work. - Establish designated walkways: Clearly delineate walking paths in the work area and keep them free of obstructions to minimise trip and fall hazards. 	1L	

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2. Site setup	Falling objects, slips & trips	3H	<ul style="list-style-type: none"> - Before commencing work, ensure the site is inspected and cleared of any debris or objects that could potentially cause a fall or trip hazard for workers and pedestrians. - Clearly designate the work area with temporary fencing or barricades to control access to the site and prevent unauthorised entry. - Utilise appropriate signage, such as warning signs and safety cones, to mark potential hazards in and around the worksite and inform others of ongoing construction activities. - Establish a safe pedestrian path with proper signage to redirect foot traffic around the work area, minimising the risk of slips and trips. - Ensure that the Jack Hammer and associated equipment are properly maintained, checked, and functioning before each use to minimise the risk of falling objects resulting from equipment failure. - Workers should be equipped with necessary personal protective equipment (PPE), including safety boots with slip-resistant soles, hard hats, high-visibility clothing, and safety glasses to reduce the risk of injury from falls and falling objects. - Develop and maintain a streamlined storage plan for tools, materials, and equipment within the work area to minimise clutter and reduce the chances of accidents. - Regularly inspect the site and promptly address any identified hazards, such as pooled water, spills, or obstacles on walking surfaces, to minimise slipping and tripping risks. - Provide appropriate training for all workers in safe use of the Jack Hammer and risk management techniques to ensure they can identify and mitigate potential hazards proactively. - Encourage a strong workplace culture in which all employees prioritise health and safety, reporting hazards immediately and taking responsibility for their own wellbeing and that of their colleagues. - Undertake regular risk assessments and review existing controls measures to determine their effectiveness in addressing hazards, making adjustments where necessary to continually improve the overall safety of the site. 	1L	
3. Access work area	Vehicle collision, unauthorised access	3H	<ul style="list-style-type: none"> - Establish a designated access route for vehicles and clearly mark it with appropriate signage to prevent vehicle collisions. - Implement a one-way traffic system for the access route to minimise the chances of head-on collisions between vehicles. - Ensure all personnel operating vehicles within the worksite have valid licenses and are trained in safe driving practices. - Limit vehicle speeds within the worksite to a safe maximum to prevent accidents or collisions from occurring due to high-speed driving. 	2M	

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			<ul style="list-style-type: none"> - Conduct toolbox talks and safety briefings to educate workers about the potential hazards associated with accessing the work area and the importance of adhering to established protocols. - Erect barricades, barriers or fencing around the Jack Hammer work area to prevent unauthorised access by non-essential personnel. - Clearly display warning signs at entry points to the work area, indicating the use of Jack Hammers and the potential hazards associated with this activity. - Utilise a sign-in/sign-out system for workers entering and exiting the Jack Hammer work area to maintain a record of authorised individuals and ensure that only trained personnel are allowed access. - Designate a 'Spotter' responsible for monitoring access to the work area and ensuring that only authorised personnel enter. - Provide high visibility clothing and PPE to personnel working within the Jack Hammer work area to make them conspicuous to approaching vehicles and other site users. - Implement a communication system, such as two-way radios, to coordinate vehicle movement within the work area and alert workers about approaching vehicles. - Maintain a clean and organised work environment to minimise clutter and obstacles that could impede safe access and egress in the work area. - Regularly inspect and maintain all vehicles used within the worksite to ensure they remain in safe working condition and are less likely to cause collisions due to mechanical failure. - Periodically review and update the SWMS to account for changes in the work environment, new hazards, or in response to incidents or near-misses. 		
4. Equipment inspection	Electric shock, faulty equipment	2M	<ul style="list-style-type: none"> - Regular maintenance and inspection: Perform regular equipment inspections to identify any wear or damage to the device, ensuring it is in good working condition before starting the work. - Use of residual current devices (RCDs): Always incorporate RCDs into the power supply system to reduce the risk of electrical shock. - Verify power source: Check with the site electrician to ensure that the power source is appropriate for the jackhammer's requirements and is properly grounded. - Turn off the equipment when not in use: Instruct workers to switch the equipment off and unplug it from the power source when not in use. - Inspect cords and plugs: Closely examine all cords and plugs for signs of damage, fraying or exposed wires; replace if necessary. - Proper storage: Store the jackhammer and its components in a secure, dry location when not in use to prevent potential hazards like moisture ingress. 	1L	

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			<ul style="list-style-type: none"> - Avoid contact with water: Ensure that the work area is dry and free from water to minimise the risk of electric shock during equipment operation. - Personal Protective Equipment (PPE): Workers operating the jackhammer should wear appropriate PPE, such as insulated gloves, protective eyewear, and hearing protection, to reduce the risk of injury. - User training: Only allow trained and qualified personnel to operate the jackhammer, and provide refresher courses as needed. - Emergency response plan: Establish and communicate an emergency response plan to address potential electrical accidents or equipment failure, including immediate first aid procedures and notifying relevant authorities. - Lockout/tagout procedures: Implement lockout/tagout procedures whenever maintenance or repair work is being conducted on the jackhammer or associated electrical equipment. - Reporting procedures: Encourage workers to report any instances of malfunctioning or damaged jackhammers immediately to supervisors or management for proper action. 		
5. Safety gear	Inadequate PPE, poor visibility	3H	<ul style="list-style-type: none"> - Ensure that all workers are provided with appropriate Personal Protective Equipment (PPE) such as safety boots, gloves, hard hats, high-visibility vests, and earplugs before commencing work. - Train workers on the correct use, fitting, and maintenance of PPE to ensure optimal protection throughout the work period. - Inspect, maintain, and replace PPE regularly to ensure it remains effective, free from damage or wear, and compliant with industry standards. - Implement a system for monitoring PPE usage and compliance among workers, including routine checks by supervisors or designated safety personnel. - Choose PPE with clear visibility features like reflective material, bright coloring, or built-in lighting to maximise worker visibility in low-light conditions or congested areas. - Make sure the work area is adequately illuminated using temporary site lighting if necessary, to improve overall visibility and reduce the risk of accidents or injuries. - Encourage regular rest breaks for workers, particularly those operating jackhammers or other heavy machinery, to minimise fatigue, maintain focus, and prevent lapses in personal safety procedures. - Establish clear communication channels and protocols between workers and supervisors to report any PPE-related issues, concerns, or needs. - Ensure that first aid kits are readily available on-site and that workers have access to emergency medical assistance in case of accidents or injuries. 	1L	

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			<ul style="list-style-type: none"> - Regularly review and update the SWMS to address changing circumstances or to incorporate new safety measures based on feedback and observation. - Conduct ongoing safety training sessions for workers, focusing on the importance of PPE, hazard identification, and best practices when using jackhammers or similar equipment. - Display visual reminders, like posters or signage, around the worksite emphasising essential safety gear and precautions. - Establish and enforce disciplinary measures for non-compliance with PPE requirements and general safety protocols to maintain a safe work environment. - Coordinate with site supervisors and project managers to ensure that work schedules allow sufficient time for workers to properly put on, adjust, and inspect their PPE before beginning work with a jackhammer. 		
6. Operate jackhammer	Repetitive strain injury, flying debris	3H	<ul style="list-style-type: none"> - Provide adequate training for workers on proper jackhammer operation and handling techniques to minimise repetitive strain injuries. - Ensure that all workers use appropriate PPE, including safety glasses, ear protection, and protective gloves to reduce the risk of injury from flying debris and vibrations. - Implement frequent breaks for operators to rest and stretch, minimising the possibility of muscle strain due to prolonged activity. - Regularly inspect and maintain the jackhammer and its components to ensure proper functioning and minimise the risk of accidents. - Use a tool balancer or support system for the jackhammer to help alleviate stress on the user's body during extended periods of use. - Implement a safe working zone around the area of jackhammer operation, marked with appropriate signage, to keep unauthorised personnel and bystanders at a safe distance from potential hazards. - Ensure operators are using proper posture and body mechanics while operating the jackhammer to minimise strain on their bodies. - Encourage the use of operational aids, such as vibration-reducing gloves, to lessen the impact of vibrations during continuous use. - Conduct regular risk assessments and update the SWMS accordingly to account for changes in the work environment, potential new hazards, or updated control measures. - Control and suppress dust generated by the jackhammer operation through wet-cutting techniques, ventilation, or dust collection systems to minimise the hazard of inhalation-related injuries. - Keep the work area clear of unnecessary debris, tools, and equipment to prevent tripping hazards related to limited visibility during jackhammer operation. 	2M	

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			<ul style="list-style-type: none"> - Rotate personnel responsibilities, allowing for the sharing of the load between multiple team members and reducing the risk of one individual developing long-term strain injuries. - Install barrier screens or temporary shielding to protect adjacent surfaces and employees from flying debris caused by jackhammer use. - Establish an emergency response plan, including first aid procedures and communication channels to be followed in case of any incidents or accidents involving the jackhammer operation. 		
7. Break material	Dust inhalation, vibration exposure	3H	<ul style="list-style-type: none"> - Proper Training: Ensure that all workers operating the jackhammer are provided with comprehensive training on its safe usage, as well as identifying potential hazards and implementing necessary control measures. - Personal Protective Equipment (PPE): Provide appropriate PPE such as dust masks or respirators, anti-vibration gloves, safety goggles, and earplugs for workers to prevent dust inhalation, reduce vibration exposure, and protect against flying debris. - Regular Breaks: Schedule regular breaks for workers using the jackhammer to minimise continuous exposure to vibrations and reduce the risk of long-term injury. - Proper Ventilation: Maintain adequate ventilation in the work area to disperse dust and improve air quality, minimising the risk of respiratory issues. - Tool Selection: Use low-vibration jackhammers or consider alternative equipment like hydraulic breakers to reduce overall vibration exposure. - Inspection and Maintenance: Conduct regular inspections and proper maintenance of the jackhammer to ensure it is functioning correctly, preventing excessive vibrations or other hazards. - Establish Work Zones: Set up clearly defined work zones and restrict access to only authorised personnel wearing appropriate PPE, reducing the risk of injury to others in the area. - Wet Cutting Method: Implement a wet cutting method while using the jackhammer to suppress dust emissions, reducing the risk of dust inhalation. - Vibration Monitoring: Monitor vibration levels during operation and follow the guidelines set forth by the equipment manufacturer to maintain safe exposure limits. - Emergency Procedures: Develop and communicate clear emergency procedures to employees, including steps to take if someone experiences symptoms related to vibration exposure or dust inhalation, such as dizziness, difficulty breathing, or numbness in fingers or hands. 	2M	
8. Material disposal	Sharp objects, manual handling	3H	<ul style="list-style-type: none"> - Provide workers with adequate personal protective equipment (PPE), such as safety gloves, to protect their hands from sharp objects while handling debris. 	2M	

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			<ul style="list-style-type: none"> - Conduct regular toolbox talks focusing on the importance of safe material disposal, and discuss proper techniques for dealing with sharp objects and manual handling. - Ensure that all work areas are maintained in a clean and tidy condition, with all debris removed immediately after the completion of the task. - Provide appropriate waste containers specifically designed for the safe disposal of sharp objects and other hazardous materials, clearly labelled and placed at strategic locations at the worksite. - Establish designated waste disposal areas where workers can safely dispose of materials during the demolition process, ensuring they are accessible, well-signposted, and free from obstruction. - Implement a continuous risk assessment approach for all material disposal tasks; this includes identifying potential hazards, assessing the risks involved, and implementing control measures to reduce or eliminate these risks. - Schedule periodic breaks for workers involved in heavy manual handling tasks to minimise the risk of fatigue-related accidents. - Proper training for all workers on how to use the jackhammer and other equipment in a safe and efficient manner, to prevent workplace injuries and minimise the need for material disposal. - Train employees on proper lifting techniques and posture while handling heavy loads, to reduce the risk of injury due to manual handling activities. - Rotate tasks among workers to ensure that no single individual is doing heavy manual labour repetitively for prolonged periods, reducing the risk of musculoskeletal disorders. - Monitor compliance with workplace health and safety regulations regularly and address any non-compliance issues promptly, reinforcing the importance of adhering to safe work practices and the SWMS at all times. 		
9. Maintenance checks	Incorrect tool use, pinch points	2M	<ul style="list-style-type: none"> - Ensure all personnel operating the Jack Hammer are trained and competent in its correct usage to avoid incorrect tool use. - Provide clear instructions and signage on proper handling and operation of the Jack Hammer at the worksite. - Regularly inspect the Jack Hammer for any wear, damage or defects before use, ensuring timely maintenance and repairs when necessary. - Implement a permit-to-work system for maintenance checks, which outlines specific procedures and safety measures to be followed. - Establish designated work zones with barriers, guarding, and warning signs to protect workers from pinch points and other hazards during maintenance checks. - Implement a lockout-tagout (LOTO) system during the maintenance check process to prevent accidental startups. 	1L	

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			<ul style="list-style-type: none"> - Utilise appropriate personal protective equipment (PPE), such as gloves and safety goggles, to reduce the risk of injuries from pinch points and other hazards during maintenance checks. - Instruct workers in proper lifting techniques and body positioning when handling heavy components to reduce the risk of strain injuries. - Conduct regular tool-box talks to keep workers informed of potential hazards and how to manage them effectively during maintenance checks. - Ensure adequate lighting conditions are provided to enable safe and effective inspection and maintenance of Jack Hammer components. - Perform maintenance checks according to manufacturer's guidelines and at the frequency recommended in the equipment manual. - Foster an open reporting culture that encourages employees to communicate any issues or concerns regarding faulty tools, unsafe practices, or potential risks during maintenance checks. - Make emergency stop buttons or devices readily accessible to halt operation immediately in case of a hazard or incident. - Review and update the SWMS regularly, taking into account changes in equipment, personnel, or work environment, ensuring the continued efficacy of control measures for mitigating maintenance check hazards. 		
10. Refuel/recharge equipment	Spills, fire hazard	2M	<ul style="list-style-type: none"> - Ensure that the refueling/recharging area is well-ventilated, clean, and free from any sources of ignition, such as open flames or sparks. Keep fuel storage containers away from heat sources. - Conduct regular inspections of fuel hoses, nozzles, and couplings for wear and tear or damage. Replace any damaged components immediately to prevent fuel leakage. - Provide suitable fire extinguishers and/or fire blankets at refueling/recharging stations, and train workers on their usage in case of emergencies. - Implement a strict "No Smoking" policy within a minimum distance of 10 meters from the refueling/recharging area to minimise the risk of fire accidents. - Workers must wear appropriate personal protective equipment (PPE), such as chemical-resistant gloves and goggles, while handling fuels or recharging batteries. - Develop and implement a spill response plan to quickly contain and clean up any accidental fuel or chemical spills. Provide spill kits that include absorbent materials, containment booms, and neutralising agents at refueling/recharging points. - Monitor the refueling/recharging process closely, ensuring that equipment is not overfilled, which could lead to spills, gas emissions, or battery damage. - Use secondary containment systems like drip trays, catch basins, or spill pallets to capture any accidental spills or leaks during the refueling/recharging process. 	1L	

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			<ul style="list-style-type: none"> - Equip fuel storage and transfer systems with functioning automatic shut-off mechanisms, alarms, or sensors that will alert operators in case of overflow or spill incidents. - Properly ground and bond all refueling/recharging equipment to minimise the build-up of static electricity, thereby reducing the risk of potential fires or explosions. - Train workers on safe handling and storage procedures for fuels, chemicals, and batteries, including the importance of proper labeling, the use of compatible containers, and minimising exposure to environmental elements that could cause degradation or leaks. 		
11. Breaks and rotation	Fatigue, dehydration	3H	<ul style="list-style-type: none"> - Schedule regular breaks: Implement a fixed break schedule to ensure all workers using the jackhammer get ample time to rest and recover from physical exertion. - Encourage hydration: Provide easily accessible drinking water stations and remind workers to hydrate frequently, especially during hot weather conditions. - Rotate tasks: Assign different tasks to team members and rotate them regularly, ensuring no individual is constantly operating the jackhammer for extended periods. - Utilise ergonomic tools and equipment: Ensure that jackhammers are equipped with anti-vibration handles and other ergonomic features to reduce stress on workers while they operate the tool. - Promote stretching exercises: Encourage workers to stretch muscles and joints during breaks to help alleviate tension and prevent work-related injuries. - Adjust workloads in extreme temperatures: Modify break schedules and work durations when temperatures are extremely high or low so workers have more time to acclimate and avoid dehydration or fatigue. - Monitor workers' well-being: Designate a supervisor or safety officer to oversee employees' health, checking for signs of fatigue, dehydration, or overexertion and addressing any issues as necessary. - Provide training on recognizing hazards: Train workers on how to identify common symptoms of fatigue and dehydration, emphasising the importance of communicating any concerns they may have regarding their own or their coworkers' well-being. - Establish a buddy system: Pair workers to look out for each other's safety, ensuring both individuals take breaks and stay hydrated throughout their shift. - Document incidents and evaluate controls: Keep track of any reported fatigue or dehydration incidents and review control measures periodically, making adjustments as needed to improve overall workplace safety. 	2M	
12. Clean up	Manual handling, chemical exposure	2M	<ul style="list-style-type: none"> - Implement proper lifting techniques: Ensure all workers are trained in safe manual handling procedures, which include bending at the knees and keeping a straight back when lifting objects. 	1L	

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			<ul style="list-style-type: none"> - Use mechanical aids where possible: Instead of relying on physical strength, use material handling equipment such as trolleys, pallet jacks or forklifts to move heavy items safely and efficiently. - Rotate tasks to minimise repetitive movement: Regularly rotate workers between different activities to prevent muscle fatigue and limit the risk of sprains or strains from repetitive lifting. - Conduct regular breaks: Encourage workers to take short breaks to rest their muscles and reduce the likelihood of injuries from extended periods of manual handling. - Store materials close to the work area: Reduce the distance that workers have to carry objects by storing materials and tools close to where they will be used. - Provide appropriate personal protective equipment (PPE): Ensure all workers are equipped with suitable PPE, including gloves for grip and protection against chemical exposure, and safety boots with slip-resistant soles for added stability. - Follow manufacturer's instructions for handling chemicals: When using cleaning chemicals, always follow the manufacturer's guidelines for safe usage, storage, and disposal to minimise the risk of adverse health effects. - Provide access to Safety Data Sheets (SDS): Make sure copies of SDS for chemicals used during cleanup are readily accessible to workers, allowing them to refer to the necessary safety information quickly. - Ventilate work area to reduce chemical fumes: Ensure adequate ventilation is in place to dissipate harmful vapors and maintain a comfortable working environment. - Conduct regular toolbox talks and safety briefings: Reinforce the importance of following established safety procedures and report any concerns or incidents immediately to the supervisor. 		

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"/>					
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">REVIEWED BY</td> <td style="width: 50%; border: none;">DATE REVIEWED</td> </tr> <tr> <td style="border: none;">SIGNATURE</td> <td style="border: none;">DATE COMPLETED</td> </tr> </table>				REVIEWED BY	DATE REVIEWED	SIGNATURE	DATE COMPLETED
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