

Lasers Classes 1 and 2 | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Lasers Classes 1 and 2

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	Inadequate training, Laser misalignment	2M	<ul style="list-style-type: none"> - The proper training and certification programs shall be conducted by qualified trainers to ensure all workers understand the safe use, risks, and precautions associated with lasers Classes 1 & 2. - Written instructions, including the necessary safety guidelines regarding the handling of lasers Classes 1 & 2, should be provided to each worker before starting the preparation process. - Ensure that only workers who have undergone appropriate training are allowed to handle or operate lasers Classes 1 & 2 in the workplace. - Workers must always make use of appropriate personal protective equipment (PPE) during the preparation workstep, which may include safety glasses, gloves, and protective clothing, depending on the specific tasks being performed. - A risk assessment should be conducted to identify hazards associated with laser equipment and their potential impact on workers' health and safety. - Align all lasers properly and securely as per manufacturer's instructions and using industry-approved methods to prevent misalignment during operation. - Regularly inspect and maintain the alignment tools and devices to ensure their precision and effectiveness during alignment processes. - Implement strict lockout/tagout procedures to prevent unauthorised access or tampering of the laser equipment during the preparation phase. - Establish and enforce a clear line of communication among the team members during the preparation process to ensure any issues or discrepancies are promptly addressed. - Assign a qualified supervisor or experienced staff member with expertise in lasers Classes 1 & 2 as an overseer to monitor and guide workers during the preparation stage to prevent accidents or errors. - Display clear warning signs and labels around the work area to alert all workers about the presence of lasers and their respective hazards. - Schedule periodic check-ups and refresher training sessions for workers to update their knowledge and ensure retention of information regarding the safe usage and procedures involved in handling lasers Classes 1 & 2. 	1L	
2. Installation	Electrical shock, Incorrect mounting	3H	<ul style="list-style-type: none"> - Proper Training and Education: Ensure that all workers involved in the installation process have undergone adequate training to understand and follow safety procedures, including the handling of electrical equipment and mounting lasers. - Lockout/Tagout Procedure: Implement a lockout/tagout procedure to isolate the power source when installing or working on the lasers, minimising the risk of electrical shocks. 	1L	

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			<ul style="list-style-type: none"> - Inspection of Equipment: Prior to each installation job, inspect electrical tools, cords, and Personal Protective Equipment (PPE) for any visible damages or faults. Repair or replace any damaged pieces before starting the work process. - Utilise Non-Conductive Tools: Use insulated or non-conductive tools during the installation process to minimise the risk of electrical shock. - Correct Mounting Procedures: Follow the manufacturer's guidelines for correctly mounting lasers of Classes 1 and 2, ensuring they are securely fastened to avoid dislodgment or accidental movement. - Use GFCI Protection: Ensure the use of Ground Fault Circuit Interrupter (GFCI) protection on electrical outlets or extension cords to reduce the risk of electrical shock from unexpected ground faults. - Set Up a Safe Workspace: Establish a designated work area with proper lighting, ventilation, and enough clearance for workers and equipment, which helps in preventing accidents that can lead to incorrect mounting. - Wear Appropriate PPE: Workers should wear suitable PPE, such as gloves, protective eyewear, and non-conductive footwear, to reduce the likelihood of injuries during the installation process. - Monitor Work Environment: Regularly check the work environment for any changes or hazards, such as wet surfaces or spilled conductive materials, which could increase the risk of electrical shock. - Implement Emergency Response Plan: Develop and communicate an emergency response plan detailing actions to be taken in case of accidents, such as electrical shock incidents or injuries due to incorrect mounting. This will ensure a quick and effective response, minimising further harm to workers and equipment. 		
3. Operation	Unintended exposure, Eye damage	2M	<ul style="list-style-type: none"> - Proper Training: Ensure that all personnel handling or working near lasers are adequately trained in laser safety, including proper usage techniques and understanding the specific hazards associated with their equipment. - Laser Safety Glasses: Require all individuals working in proximity to the lasers to wear appropriate Laser Safety Glasses that block or filter the specific wavelength of light emitted by the lasers being used. - Warning Signs: Place prominent warning signs at all entrances to areas where lasers are in use, clearly indicating the presence of potentially harmful laser radiation and the need for eye protection. - Beam Path Enclosures: Use enclosures or barriers around the laser beam path to physically prevent people from accidentally coming into contact with hazardous levels of laser radiation. - Controlled Access: Restrict access to laser work areas to only authorised and trained individuals, using locked doors, key card systems, or other security measures as appropriate. 	1L	

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			<ul style="list-style-type: none"> - Beam Shutter: Equip all laser systems with an interlocked beam shutter or similar device that blocks the beam when the laser is not in active use, preventing unintended exposure. - Laser Classification: Ensure that the correct laser class is being used for the intended application, with lower power classes preferred where adequate for the operation requirements. - Maintenance Procedures: Implement regular inspection and maintenance of laser systems to ensure they are functioning properly and safely, promptly addressing any technical issues or malfunctions that may present additional hazards. - Emergency Shutdown Procedure: Develop a clear emergency shutdown procedure for all laser systems and train all personnel on how to enact it in the event of an incident or failure posing a danger to workers or equipment. - Awareness Campaign: Conduct periodic workplace information sessions on laser safety, highlighting the potential hazards, safe operational practices, and the importance of following established safety protocols. - Incident Reporting: Establish and enforce a policy for reporting accidents and near misses involving lasers, ensuring that lessons are learned from these incidents and relevant safety measures are adjusted or reinforced as necessary. - Regular Audits: Perform regular safety audits of laser work areas, equipment, and operating procedures to identify potential hazards, assess risk levels, and address any areas requiring improvement to maintain the highest standards of workplace health and safety. 		
4. Maintenance	Electric shock, Beam obstruction	2M	<ul style="list-style-type: none"> - Ensure that maintenance and inspection are conducted by qualified and experienced technicians who have adequate knowledge of the laser equipment, electrical systems, and safety measures. - Isolate the power supply during the maintenance process to prevent the risk of electric shock. Make sure all workers adhere to lockout/tagout procedures to prevent unauthorised access to the system. - Use appropriately rated personal protective equipment (PPE), such as insulated gloves, safety glasses, and non-conductive footwear, to minimise the risk of electric shock during maintenance. - Inspect and replace any damaged or degraded cables, cords, or connectors in the equipment's electrical system to reduce the risk of electrical faults leading to electric shocks. - Avoid covering or obstructing the laser beam path with any tools, equipment, or materials while conducting maintenance tasks. Instead, shut down the equipment if the beam must be accessed or adjusted. - Implement a systematic preventive maintenance schedule, including regular cleaning of the laser equipment and its surroundings, to ensure proper functioning, avoid obstructions, and reduce the risk of accidents. 	1L	

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			<ul style="list-style-type: none"> - Ensure that all safety systems, such as interlocks, emergency stops, and beam control devices, are maintained and tested regularly to confirm their effectiveness and reliability. - Provide clear and visible warning signs around the worksite to inform workers, visitors, and other personnel of potential hazards associated with laser equipment, beam paths, and maintenance operations. - Conduct regular safety training and refresher sessions for all workers involved with laser equipment maintenance tasks, focusing on hazard recognition, risk assessment, and safe handling procedures. - Establish and maintain records of all maintenance activities, inspections, and incident reports to identify trends, implement corrective actions, and continuously improve overall safety performance. - Communicate any changes or modifications made to the laser equipment during maintenance to all relevant stakeholders, including operators, supervisors, and safety managers, to ensure they are aware of potential risks and updated safety procedures. 		
5. Storage	Unauthorised access, Improper storage	1L	<ul style="list-style-type: none"> - Secure storage area: Designate a secure and locked storage area specifically for housing Class 1 & 2 Lasers to prevent unauthorised access. - Restrict access: Only allow trained and authorised personnel to have access to the secured storage area, ensuring that keys or access codes are only given to these individuals. - Signage: Clearly display warning signs stating that hazardous lasers are stored within the area, along with the laser classes and their potential hazards to deter unauthorised individuals from attempting to access the storage area. - Inventory control: Maintain an updated inventory list of all stored lasers, including their class, serial number, and location in the storage area. Regularly inspect the inventory to ensure that all equipment is accounted for. - Storage containers: Store lasers in sturdy, non-conductive containers to protect them from damage and reduce the risk of accidental activation. - Labeling: Clearly label each container with the appropriate class of laser, hazard information, and any necessary handling instructions. - Segregation: Separate different classes of lasers within the storage area to minimise the risk of confusion and prevent the accidental use of a higher-class laser without appropriate precautions. - Ventilation: Ensure proper ventilation in the storage area to prevent the buildup of fumes and heat caused by any malfunctioning equipment. - Controlled environment: Monitor the temperature and humidity levels within the storage area to maintain optimal conditions for laser longevity and performance. 	1L	

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			<ul style="list-style-type: none"> - Emergency procedures: Develop and implement emergency response protocols specific to laser-related incidents, such as fires or accidental exposures, and train all authorised personnel on these procedures. - Periodic inspections: Perform regular inspections of the storage area, checking for damage to equipment, improperly stored items, and overall security measures. - Training and awareness: Provide ongoing training and education to employees with access to the storage area, reinforcing the importance of proper storage and handling techniques, as well as following established safety protocols. 		
6. Testing	Device malfunction, Incorrect measurements	3H	<ul style="list-style-type: none"> - Regular inspection and maintenance: Ensure the laser devices have been inspected and maintained regularly, following manufacturer guidelines to minimise the risk of device malfunction. - Laser operator training: Provide comprehensive training to all laser operators about proper handling, use, and potential hazards associated with lasers, including the risks of incorrect measurements and device malfunction. - Use quality-approved equipment: Always use approved laser equipment from reputable manufacturers to minimise the risk of malfunction and inaccurate readings. - User manual accessibility: Keep user manuals accessible and handy for easy reference during operations, as well as for troubleshooting any issues that may arise. - Conduct a pre-use inspection: Check for any visible damage or missing parts before turning on the laser device, and perform simple functional tests to ensure it is working correctly. - Proper setup and alignment: Strictly follow the manufacturer's instructions for setting up and aligning the laser, ensuring proper positioning to minimise the risk of incorrect measurements. - Testing in a controlled environment: Perform tests in a controlled workspace free from distraction, noise, and environmental variables (temperature, humidity) that could affect the performance of the device. - Double-check measurement results: Conduct multiple measurements during a test and compare the results to ensure an acceptable level of accuracy and precision. - Emergency shut-off mechanisms: Ensure that all laser devices are equipped with easily accessible emergency shut-off mechanisms, like a red "stop" button, to prevent accidental exposure to laser beams during a malfunction. - Encourage open communication: Create an environment where team members feel comfortable reporting issues related to the laser device, such as malfunctions or incorrect measurements, without fear of repercussion. - Clear signage and markings: Install appropriate warning signs around the testing area, visibly indicating the presence of laser hazards to alert other workers. 	1L	

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			<ul style="list-style-type: none"> - Incident reporting system: Establish and maintain an incident reporting system to record and track any incidents of device malfunction or incorrect measurements, helping identify patterns and areas for improvement. - Regularly update knowledge: Stay informed about the latest industry advancements, manufacturer updates, and best practices for managing laser hazards to continuously improve the safety and accuracy of the testing process. - Periodic audits and reviews: Conduct periodic audits and reviews to ensure all hazard control measures are effectively implemented, regularly updated, and consistently adhered to across the workplace. 		
7. Calibration	Incorrect calibration, Human error	2M	<ul style="list-style-type: none"> - Regular Training and Awareness Programs: Ensure that all team members perform the calibration process receive regular training and awareness sessions to miniimise human error and ensure they understand the importance of accurate calibration. - Validation of Calibration Equipment: Regularly check and validate the equipment used for calibration to make sure it meets industry standards and is in a good working condition. - Calibration procedures documented and accessible: Develop clear, step-by-step written procedures for the calibration process, and make them easily accessible to all relevant team members. - Supervision and Monitoring: Have a designated supervisor or experienced team member oversee the calibration process, offering guidance and support to those conducting the activity as needed. - Peer Review System: Implement a peer review system where another team member double-checks the calibration results before they are considered final. - Calibration Records Maintenance: Keep detailed records of each calibration conducted, Including the date, time, tools used, and any issues encountered to monitor the performance over time and identify trends or recurring problems. - Regular Equipment Maintenance: Ensure that lasers Classes 1 & 2 are regularly serviced and maintained according to manufacturer guidelines which includes regular inspection for damage. - Adequate Rest Periods for Operators: Ensure that team members responsible for calibration work are provided with adequate rest periods and breaks to avoid fatigue and maintain concentration levels. - Workspace Organisation and Cleanliness: Maintain an organised and clean workspace during the calibration process to reduce the likelihood of mistakes and errors due to clutter or poor visibility. - Pre-Calibration Checks: Carry out a systematic pre-calibration checklist to ensure that all preparations have been made, and the equipment is ready for use. 	1L	

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			<ul style="list-style-type: none"> - Protective Safety Measures: Equip team members with appropriate personal protective equipment (PPE), such as safety goggles or gloves, to prevent any potential injuries during the calibration process. - Workload Management: Ensure workload distribution among team members is properly managed to avoid excessive workload on a single individual, leading to the possibility of human error. - Continuous Improvement Process: Regularly analyse and review the SWMS for lasers Classes 1 & 2 calibration process, incorporating any lessons learned, best practices, and new advancements in the industry to continuously improve the safety and accuracy of the calibration process. 		
8. Cleaning	Exposure to chemicals, Optical damage	3H	<ul style="list-style-type: none"> - Proper Training: Ensure all workers involved in the cleaning process are adequately trained in handling chemicals and understanding the safety requirements of working with Class 1 & 2 lasers. - Personal Protective Equipment (PPE): Workers should wear suitable PPE, including chemical-resistant gloves, safety goggles or face shields, and protective clothing while performing cleaning tasks involving hazardous chemicals and lasers. - Ventilation Systems: Ensure proper ventilation is provided in the working area to reduce the risk of exposure to harmful chemicals and fumes generated during the cleaning process. - Safe Storage of Chemicals: Store all chemical agents used for cleaning in correctly labelled containers, following manufacturers' recommendations and comply with established safety guidelines. - Safety Data Sheets (SDS): Keep up-to-date SDS accessible to all workers to inform them about potential hazards and appropriate precautions for handling chemicals involved in the cleaning process. - Use of Less Hazardous Chemicals: Where possible, use less hazardous cleaning agents to minimise health risks associated with exposure to harmful substances. - Handling Lasers Safely: Ensure workers follow laser safety guidelines, such as turning off the power supply, allowing time for components to cool down, and correctly disposing of any optical materials that may pose a risk of damage to eyesight. - Regular Maintenance: Perform routine inspections and maintenance of lasers and cleaning equipment to ensure they remain in good working order and reduce the likelihood of incidents caused by malfunction or degradation. - Emergency Procedures: Develop and communicate clear emergency response procedures to all workers in case of accidental exposure to chemicals or laser-related accidents. - Communication and Signage: Post warning signs and safety instructions in relevant work areas to remind workers of the potential hazards associated with cleaning 	1L	

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			processes involving chemicals and lasers, and the necessary control measures to take.		
9. Inspection	Absence of safety equipment, Insufficient documentation	2M	<ul style="list-style-type: none"> - Ensure that all necessary safety equipment, such as laser safety goggles, gloves, and protective clothing, are readily available on-site and in proper working condition before commencing the inspection. - Conduct a thorough pre-inspection briefing for all workers involved, emphasising the importance of using appropriate safety equipment while handling Class 1 and Class 2 lasers. - Verify with team members that they have received adequate training in working with these specific types of lasers, including understanding their hazards and the measures required to avoid them. - Evaluate the need for additional hazard control measures or resources based on specific workplace scenarios, such as the presence of sensitive electronic components, combustible substances or confined spaces. - Review and update relevant Workplace Health and Safety documentation regularly, ensuring it complies with Australian Standards and any industry-specific regulatory requirements. - Implement a regular inspection schedule to ensure that all documentation related to lasers, such as Standard Operating Procedures, Safe Work Method Statements (SWMS), and Material Safety Data Sheets (MSDS) are up-to-date and easily accessible by all workers. - Utilise appropriate warning signs, labels, and barricades around the designated work area where lasers are being used or stored to clearly communicate potential hazards to everyone in the vicinity. - Perform daily visual inspections of both the lasers and their surrounding work area to immediately identify any signs of damage, wear, or other possible safety concerns. - Maintain records of past laser-related incidents, near misses, or workplace injuries and review periodically to identify trends, recurring issues and opportunities for ongoing improvement of safety practices. - Regularly inspect and maintain safety equipment according to the manufacturer's guidelines, keeping detailed records of these maintenance activities. - Conduct post-inspection debriefs with team members to review findings, address any immediate safety concerns, and reinforce worker commitment to best-practice safety procedures. - Foster a proactive safety culture through ongoing communication, support, and education at all levels of the organisation, promoting open dialogue regarding laser safety between management and workers. 	1L	

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10. Transportation	Damage during transit, Accidental activation	3H	<ul style="list-style-type: none"> - Ensure proper packaging: Package lasers securely in padded hard cases to minimise the risk of damage during transit. - Seal lasers prior to transport: Before transporting, securely seal any openings or apertures on the laser device to prevent contamination or entry of foreign particles. - Label all packages with appropriate hazard warnings: Clearly label all packages containing laser devices with appropriate hazard warnings and handling instructions. - Deactivate lasers before transport: Ensure that lasers are powered off and disconnected from any power sources before being transported. - Use designated carriers: Only use authorised and trained personnel or professional courier services for transportation of laser devices. - Incorporate locks and safety features: Use laser devices with built-in locking mechanisms or incorporate external locks to prevent accidental activation during transport. - Protect against vibration and shock: Utilise impact-resistant packaging materials and ensure that the laser device is secured within the package to protect against vibrations and impacts during transport. - Properly secure laser devices in vehicles: When transporting lasers in a vehicle, ensure that they are properly secured and there is no risk of accidental activation due to vehicle movement. - Monitor temperature and humidity: Ensure that lasers are stored and transported under appropriate environmental conditions, such as optimal temperature and humidity levels, to avoid damage. - Develop a contingency plan: Establish a contingency plan outlining steps to be taken in case of delays, accidents, or incidents during transportation of laser devices. - Provide training for handlers: Offer training and support for individuals involved in the transportation process, particularly those who may come into contact with the laser devices, to make sure they understand potential hazards and necessary precautions. - Handle packages with care: Ensure that all personnel handling packages containing lasers are aware of potential hazards and follow proper lifting and carrying techniques. - Regularly inspect and maintain lasers: Conduct regular inspections and maintenance checks on laser devices before and after transportation to ensure optimal functioning and detect any potential damage. - Develop thorough documentation: Maintain detailed documentation concerning the transportation process, including shipping receipts, tracking numbers, and other relevant information to ensure laser devices are accounted for and can be tracked throughout their journey. 	1L	

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11. Emergency Response	Lack of emergency procedures, Fire hazard	4A	<ul style="list-style-type: none"> - Develop a comprehensive emergency response plan that includes escape routes, shut-off procedures, and communication protocols, as well as designating roles for first aid responders. - Conduct regular employee training sessions on emergency procedures, ensuring all employees are familiar with the steps to take during an incident. This includes providing clear guidelines on when and how to use fire extinguishers, fire suppression systems, and other safety equipment. - Install well-maintained fire alarms, smoke detectors, and sprinkler systems throughout the workplace, and perform regular testing to ensure their proper functioning in case of a fire hazard. - Keep an updated log of all emergency contact numbers, such as local fire services and medical professionals, readily available at multiple locations throughout the worksite. - Clearly label and mark all emergency exits, directing employees towards the nearest exit point in case of an evacuation. Ensure these exits remain unobstructed and check them regularly for functionality. - Regularly inspect the worksite for potential fire hazards, ensuring that all flammable and combustible materials are stored safely and away from sources of ignition or heat. - Encourage employees to report any potential hazards or concerns relating to emergency preparedness immediately. Establish an open line of communication so that management can act promptly to address any issues. - Ensure that all equipment, including laser devices and electrical systems, is routinely maintained and inspected to prevent malfunctions or component failures, which could increase the risk of a fire. - Perform periodic drills simulating emergency scenarios, where employees are required to demonstrate their ability to follow established protocols effectively and efficiently. - Review and update emergency response plans and control measures regularly, incorporating changes based on lessons learned from previous emergencies, near-misses, or observed hazards, as well as updated industry best practices and regulations. 	2M	
12. Decommissioning	Unexpected activation, Disposal risks	2M	<ul style="list-style-type: none"> - Turn off and disconnect the power source from the laser equipment before decommissioning to avoid unexpected activation. This will prevent anyone from accidentally turning on the device during the process. - Implement a lockout/tagout (LOTO) procedure during the decommissioning process. It ensures that the laser equipment remains de-energised, thus minimising the risk of an unintentional activation. 	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"> - Train all personnel involved in the decommissioning process about safe procedures and potential hazards associated with laser devices. This ensures everyone is aware of the risks and how to mitigate them effectively. - Assign a designated team or person responsible for overseeing the decommissioning process. This person should have extensive knowledge of laser safety measures and be able to step in if any hazards are identified. - Develop a step-by-step decommissioning plan in collaboration with relevant stakeholders, such as management, manufacturers, or external experts. This plan should outline specific procedures and best practices for safely decommissioning laser equipment. - Utilise proper personal protective equipment (PPE), such as gloves, eyewear, and suitable clothing, during the decommissioning process. This protects workers from potential hazards like burns, eye injuries, or skin irritation caused by contact with hazardous materials used in the laser equipment. - Conduct regular inspections of the aforementioned PPE to ensure it remains in good condition and provides the necessary protection throughout the decommissioning process. - Segregate waste materials generated during the decommissioning process into appropriate categories (e.g., electronic components, hazardous materials, etc.). Proper segregation helps make disposal more manageable and ensures compliance with environmental regulations. - Consult with local authorities or specialised waste disposal services about proper disposal methods for hazardous materials contained within the laser equipment. This ensures you follow all regulations and guidelines to minimise any harm to the environment. - Retain detailed records of the decommissioning process, including dates, personnel involved, and any incidents or hazards encountered. This documentation serves as a reference for potential future decommissioning projects or audits. - Conduct a final site inspection once the decommissioning process is complete to ensure all hazards have been addressed, and the area is safe for other workers to re-enter. Address any remaining concerns promptly. - Communicate decommissioning progress and completion status to all relevant personnel and stakeholders. This ensures everyone within the organisation remains informed about changes or updates related to the safe decommissioning of the laser equipment. 		

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

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

LEGISLATIVE REFERENCES

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

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

SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

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

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

SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

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

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

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

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

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

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

SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

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

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