

Lasers Classes 3A, 3B, 3R | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Lasers Classes 3A, 3B, 3R

Business Name: Coastal Hire And Sales Pty Ltd

ABN: 70114481408

SWMS#

Business Address:

Contact Person:

Phone:

Email:

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

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

Full Name:

Signature:

Title:

Date:

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

Full Name:

Title:

Phone:

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

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

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

NAME

SIGNATURE

DATE

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

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

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

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CLIENT OR PRINCIPAL CONTRACTOR DETAILS

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

ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT

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

ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY

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

RISK MATRIX											
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HEIRARCHY OF CONTROLS			
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE						
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED				
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.				
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.				
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.				
<p>Notes on Hierarchy of Controls: Elimination methods are the most effective and preferred when controlling a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the third most effective, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment) is the least effective method.</p>											
PERSONAL PROTECTIVE EQUIPMENT (PPE)											
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING PROTECTION	EYE PROTECTION	RESPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable).											
<p>Note: A SWMS must be reviewed regularly to make sure it remains effective. A SWMS must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.</p> <p>When a SWMS has been revised, the person conducting a business or undertaking must ensure all:</p> <ol style="list-style-type: none"> 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	Improper setup, Lack of personal protective equipment	2M	<ul style="list-style-type: none"> - Provide thorough hands-on training for employees on the proper setup and use of lasers Classes 3A 3B, 3R to miniimise the risk of improper setup. - Establish a pre-use inspection procedure to ensure all equipment is in good working order and that lasers are set up properly prior to operation. - Implement clear signage around work areas where lasers are being used to communicate the hazards and risks associated with their use. - Require all personnel working with or around lasers to wear appropriate personal protective equipment (PPE) such as goggles with an adequate optical density, gloves and long sleeve clothing to protect against direct or reflected laser beams and potential burns. - Develop and distribute a written Safe Work Method Statement (SWMS) outlining the necessary steps, precautions, and PPE required for working with lasers Classes 3A 3B, 3R. - Designate a Laser Safety Officer (LSO) who will be responsible for overseeing all laser-related activities and ensuring compliance with safety regulations and guidelines. - Schedule periodic audits and inspections of laser workstations to ensure adherence to established safety protocols and to identify any potential equipment malfunctions or weaknesses. - Limit access to work areas containing Class 3A, 3B, and 3R lasers by only allowing trained and authorised personnel to work with or around these devices. - Encourage workers to report any identified hazards, near miss incidents or concerns related to laser safety as soon as possible, fostering an open communication environment on safety issues. - Review and update the SWMS periodically to stay current with any changes in legislation, industry best practices, and advancements in laser technology; ensuring optimal safety measures are always in place. 	1L	
2. Equipment Inspection	Faulty equipment, Insufficient training	2M	<ul style="list-style-type: none"> - Regular maintenance and inspection: Conduct routine maintenance checks and inspections of the equipment to detect any faults, wear, or damage early on, ensuring that it operates safely at all times. - Adequate training and certification: Ensure that all workers handling laser equipment have received proper training and possess the necessary certifications to operate Class 3A, 3B, and 3R lasers effectively and safely. - Clear instructions for inspection: Provide clear, easy-to-follow guidelines and procedures for equipment inspection, which should be readily accessible to all team members. - Implement a pre-use inspection checklist: Develop and distribute a comprehensive checklist for workers to follow before using any laser equipment, including Class 3A, 	1L	

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			<p>3B, and 3R lasers, as a way to ensure complete safety and adherence to appropriate protocols.</p> <ul style="list-style-type: none"> - Establish a reporting system: Encourage workers to report any faults or inadequacies in the equipment immediately, with a no-blame culture, by providing an accessible and straightforward process for doing so. - Electrical safety: Inspect all electrical connections, cables, and power sources regularly for damage, wear, and corrosion, ensuring that they meet safety standards and function properly. - Proper storage and handling: Store all laser equipment securely when not in use, avoiding exposure to extreme temperatures, moisture, or other hazardous conditions that may compromise their integrity. - Availability of personal protective equipment (PPE): Ensure that all workers are equipped with adequate PPE, such as safety goggles and gloves, and understand how to use them correctly while operating laser equipment. - Manufacturer's guidelines adherence: Strictly follow manufacturer-recommended inspection routines and pay extra attention to their fault detection recommendations. - Regularly review training materials: Update training materials and courses frequently—based on industry standards and advancements in laser technology—to ensure workers maintain a deep understanding of safe procedures, thus minimising the risk of accidents or injuries. - Immediate removal of faulty equipment: Once a fault is discovered, tag the equipment as "out of service" immediately, and ensure it is securely stored away from operational areas to prevent accidental use. - Encourage open communication: Foster a supportive work environment that encourages workers to ask questions, seek clarification, or request additional training if they are unsure about any aspect of equipment inspection or laser safety protocols. This helps to maintain a consistently high level of safety awareness within the workplace. 		
3. Laser Alignment	Incorrect alignment, Eye exposure to laser beams	3H	<ul style="list-style-type: none"> - Comprehensive Laser Safety Training: Ensure that all personnel involved in the alignment process undergo thorough laser safety training, which includes hazard identification, operation procedures, and emergency response protocols. - Use of Personal Protective Equipment (PPE): Provide appropriate PPE, such as laser safety goggles with suitable wavelength protection, to minimise the risk of eye exposure to laser beams during the alignment process. - Establish a Controlled Access Area: Set up designated laser work zones with restricted access, allowing only authorised and trained personnel to enter the area during alignment procedures. - Pre-Alignment Inspection: Conduct a comprehensive inspection of the laser equipment, including mounts, beam paths, and other associated components to identify any potential hazards or misalignments before commencing work. 	2M	

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			<ul style="list-style-type: none"> - Beam Blockers and Shields: Use beam blockers and shields to prevent accidental exposure to stray beams during alignment procedures. - Utilise Lower-Power Alignment Techniques: Whenever possible, align the system using lasers with low-power settings to minimise the risks associated with higher-power beams. - Visible Aiming Beams: Employ visible aiming beams for preliminary alignment checks, reducing the need for direct exposure to higher-class laser beams during the alignment process. - Proper Labeling and Signage: Clearly label all areas containing lasers with appropriate warning signs indicating the class of laser, as well as outline the specific hazards present and necessary precautions required. - Apply Laser Shutter Systems: Make use of shutters to block the beam immediately when it's not in use, providing an additional layer of protection from accidental exposures. - Maintain Regular Maintenance Schedules: Schedule periodic inspections, cleanings, and preventive maintenance of all laser equipment to ensure optimal functioning and minimise the potential for unforeseen hazards to arise during work procedures. - Documentation and Recordkeeping: Maintain detailed records of all laser-related activities, including training sessions, risk assessments, and incident reporting, ensuring transparency and accountability within the workplace. - Emergency Response Plan: Develop an emergency response plan, detailing the necessary steps to take in case of a laser-related incident or injury, as well as providing first aid resources and eye-wash stations in the work area. - Periodic Safety Audits: Conduct routine assessments of the workplace's laser safety practices, monitoring compliance with relevant guidelines and regulations, and identifying opportunities to improve overall safety measures. 		
4. Workspace Setup	Inadequate work area, Trip hazards	2M	<ul style="list-style-type: none"> - Clearly define and designate the work area, using temporary barriers or signage to restrict unauthorised access. - Ensure adequate lighting is installed in the workspace to minimise the risk of accidents due to poor visibility. - Inspect the workspace regularly for possible trip hazards such as cords, cables, tools, and other materials, and address them immediately. - Keep the work area free from clutter and debris by enforcing good housekeeping practices among workers. - Organise and store all equipment, tools, and materials in dedicated storage areas when not in use to prevent trip hazards. 	1L	

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			<ul style="list-style-type: none"> - Provide proper training and instruction on the safe handling and operation of lasers and related equipment to workers, emphasising the potential hazards associated with the workspace setup. - Develop a safety check procedure to follow before commencing work each day, ensuring that the workspace is set up safely and all hazards are addressed. - Wear appropriate personal protective equipment (PPE) such as non-slip footwear and high-visibility clothing to reduce the risk of tripping hazards. - Place anti-fatigue mats and slip-resistant flooring to cover cables and cords in walkways and heavily trafficked areas to minimise the risk of trips and falls. - Establish designated walkways within the workspace, marked with high-visibility lines, to further minimise the risk of accidents due to trip hazards. - Regularly review and modify the workspace layout as needed to ensure it is both functional and safe during laser operations. - Encourage open communication among team members to report any hazards identified or near-miss incidents, allowing for prompt addressing of potential risks. - Conduct regular toolbox talks focusing on workplace health and safety, highlighting the importance of vigilance and proper workspace setup to prevent accidents related to trip hazards and inadequate work areas. 		
5. Laser Operation	Unauthorised access, Inadequate warning signs	3H	<ul style="list-style-type: none"> - Proper Training: Ensure that operators have undergone necessary training and certification for handling and operating Class 3A, 3B, and 3R lasers. - Access Restrictions: Implement restricted access zones around the laser operation area to prevent unauthorised personnel from entering. - Clear Signage: Install adequate warning signs and labels on entry points and equipment to inform employees and visitors about the potential hazards. - Safety Goggles: Provide appropriate and approved laser safety goggles to all workers involved in the laser operation process. - Emergency Stop Buttons: Install an easily accessible emergency stop button in case of emergencies or accidental exposure. - Beam Enclosure: Use beam enclosures and other protective barriers to minimise inadvertent exposure to laser beams. - Interlocks: Install interlocks on doors and entrances to ensure the laser is automatically disabled when unauthorised access is detected. - Equipment Maintenance: Regularly inspect and maintain laser equipment to keep it in safe working condition. - Standard Operating Procedures: Establish and enforce strict standard operating procedures (SOPs) for the use, storage, and maintenance of Class 3A, 3B, and 3R lasers. 	2M	

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			<ul style="list-style-type: none"> - Incident Reporting: Develop and implement a reporting system for any laser-related incidents or near misses, ensuring that corrective actions are implemented promptly. - Supervision: Ensure proper supervision by qualified personnel during laser operations to ensure adherence to safety measures and procedures. - Housekeeping: Maintain a clean and well-organised work environment to minimise the risk of obstructions or accidents during laser operations. - Risk Assessment: Perform regular risk assessments of the laser operation area to identify potential hazards and continuously improve safety measures. - Awareness and Education: Promote awareness and education among employees about the risks associated with laser operations and the importance of following safety guidelines. 		
6. Beam Adjustment	Direct exposure to skin, Ignition of flammable materials	3H	<ul style="list-style-type: none"> - Proper Training: Ensure all personnel handling lasers have undergone adequate training in laser safety and understand the potential hazards associated with their use. - Restrict Access: Limit access to the workspace where lasers are in operation to authorised personnel only, ensuring that everyone in the room is aware of the risks and control measures in place. - Personal Protective Equipment (PPE): Provide appropriate PPE for workers handling lasers, including safety goggles specifically designed for the wavelength of the laser being used, along with gloves and protective clothing. - Laser Warning Signs: Post clearly visible laser warning signs at all entrances to the work area to alert workers to the presence of hazardous laser beams. - Beam Enclosure: Where possible, fully enclose the laser beam path to prevent accidental exposure to skin or ignition of flammable materials. - Remote Controlled Adjustment: Implement remote-controlled beam adjustment systems to limit direct contact with the laser during alignment or other adjustments. - Laser Key Controls: Utilise keys or password-protected controls for Class 3B and higher lasers to ensure only authorised personnel can access and operate the equipment. - Emergency Shut-off: Install an easily accessible emergency shut-off switch to quickly disable the laser in case of an incident or potential hazard. - Ventilation: Ensure proper ventilation within the work area to minimise the risk of flammable materials coming into contact with the laser source and igniting. - Designated Laser Safety Officer: Appoint a designated laser safety officer to oversee the implementation of safety protocols and monitor adherence to safety guidelines. 	1L	

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			<ul style="list-style-type: none"> - Periodic Inspections: Conduct regular inspections of the work area and laser equipment to ensure that safety measures are being maintained and any potential hazards are promptly addressed. - No Horseplay or Practical Jokes: Reinforce the importance of maintaining a professional working environment free from horseplay or practical jokes involving lasers, as these can result in accidents and increased risk of injury. - Safe Work Procedures: Develop and implement written Safe Work Method Statements (SWMS) that outline each step of the beam adjustment process clearly, and provide guidance on how to manage associated hazards. Require all workers to read, understand, and follow these procedures before handling lasers. 		
7. Maintenance	Handling malfunctioning parts, Exposure to electrical hazards	2M	<ul style="list-style-type: none"> - Conduct regular risk assessments: Carry out routine checks and monitor the work environment to identify any potential hazards, specifically in relation to malfunctioning parts and electrical hazards. - Establish a maintenance schedule: Develop a comprehensive routine maintenance plan to address any issues before they become hazards. - Provide appropriate training: Ensure that all personnel handling lasers classes 3A, 3B, and 3R are fully trained in operation and maintenance procedures, including proper handling of malfunctioning parts and electrical safety protocols. - Use Personal Protective Equipment (PPE): Workers conducting maintenance should always wear appropriate PPE, such as insulated gloves, safety glasses or goggles, and non-conductive footwear. - Implement Lockout/Tagout procedures: Always perform lockout/tagout procedures when performing maintenance on laser systems to prevent any accidental energising or operation during servicing. - Follow manufacturer's guidelines: Adhere strictly to the manufacturer's guidelines for inspection, servicing, cleaning, and maintaining laser equipment. - Utilise safety signs and barriers: Clearly mark hazardous areas around maintenance sites with safety signs and barriers to restrict unauthorised access and minimise exposure risks. - Maintain proper ventilation: Ensure adequate ventilation is provided in the area where maintenance is being performed to reduce potential health risks arising from fumes, smoke, or dust. - Store and dispose of hazardous materials safely: Properly store and dispose of all hazardous materials used during maintenance processes, following local regulations and guidelines. - Report incidents and near misses: Encourage workers to report any incidents, accidents, or near misses involving malfunctioning parts and electrical hazards; analyse these reports to inform improvements in maintenance processes and procedures. 	1L	

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			<ul style="list-style-type: none"> - Foster a safety-first culture: Encourage a strong culture of safety awareness among all employees through training, policies, and continuous reinforcement from management. - Keep emergency response plans and equipment handy: Make sure appropriate emergency response plans are in place, and teams are trained to respond to any potential mishaps. Keep first aid kits and fire extinguishers readily available in maintenance areas. - Regularly review and update control measures: Conduct periodic reviews of control measures to identify any potential areas for improvement, making adjustments as needed to ensure continued effectiveness in preventing hazards associated with laser equipment maintenance. 		
8. Ventilation Control	Fumes buildup, Insufficient ventilation	2M	<ul style="list-style-type: none"> - Ensure proper ventilation is in place before beginning any work involving lasers by conducting a thorough inspection and risk assessment of the area. - Install temporary exhaust fans or extraction systems if necessary to ensure adequate airflow, particularly in confined spaces. - Conduct regular air quality checks to monitor fumes levels and ensure they remain within acceptable exposure limits set by relevant regulations and guidelines. - Train all workers on the potential hazards associated with laser work, including fumes buildup and the importance of proper ventilation. - Provide appropriate personal protective equipment (PPE) to workers, such as respirators or face masks, to minimise inhalation of harmful fumes. - Establish designated 'no laser zones' in areas where proper ventilation cannot be guaranteed to prevent workers from accidentally entering hazardous environments. - Implement a job rotation system to limit worker exposure to fumes, ensuring sufficient break time for them to breathe fresh air and avoid cumulative exposure. - Schedule regular maintenance checks on all ventilation systems, filters, and ducts to make sure that they are functioning efficiently and not obstructed. - Consider using lower emissions-producing lasers or alternative methods if possible that generate less fumes or require a lower level of ventilation. - Ensure all workers involved in laser operations have up-to-date training on operating Laser Classes 3A, 3B, and 3R, as well as the accompanying safety procedures. - Set up warning signs and barrier tape around the worksite to alert other personnel about the hazards related to inadequate ventilation and fume buildup. - Provide an emergency response plan outlining the steps to follow in case of accidents or unexpected fume buildup situations. - Keep records of air quality tests, incidents, training attendance, and maintenance activities as part of a comprehensive health and safety documentation process. 	1L	

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			- Continuously review and improve established control measures based on feedback from workers, air quality monitoring data, and advancements in technology to ensure a safe work environment.		
9. Emergency Response	Delayed response, Insufficient first aid supplies	2M	<ul style="list-style-type: none"> - Regularly conduct risk assessments: Perform thorough risk assessments to ensure that all potential hazards and emergency situations relating to lasers are considered and controlled. - Establish an Emergency Response Plan: Develop a comprehensive plan outlining the steps to take in case of an emergency related to lasers, including clear instructions for workers on how to respond. - Assign Qualified First Aid Personnel: Ensure that at least one trained first aid personnel is present at the worksite at all times, capable of administering immediate medical assistance when needed. - Continuously Review and Update First Aid Supplies: Conduct regular checks to assess and replenish first aid supplies as necessary, ensuring they are appropriate to treat laser-related incidents. - Clearly Communicate Emergency Procedures: Display charts or posters outlining proper emergency response protocols and procedures to follow, and ensure all workers are familiar with them. - Provide Ongoing First-Aid Training: Organise periodic training sessions for workers to maintain their expertise in first aid treatment and to be aware of laser-related dangers and injury management. - Immediate Access to Emergency Contacts: Ensure workers have quick access to critical emergency phone numbers and contact information, including local hospitals and poison control centers. - Install Safety Equipment: Acquire necessary safety equipment such as fire extinguishers, eyewash stations, and spill kits, so they are readily available in case of emergencies. - Routine Emergency Drills: Carry out regular drills to practice safe evacuation, communication, and first aid response procedures, enabling workers to act quickly and calmly during an actual emergency. - Monitor and Review Emergency Response Plans: Periodically evaluate and update the emergency response plan and control measures as needed, considering any new risks, technologies, or changes in the workplace environment. 	1L	
10. Waste Disposal	Chemical spills, Incorrect waste separation	2M	<ul style="list-style-type: none"> - Proper Training: Provide adequate training to workers on the correct methods of handling and disposing waste, specifically waste containing chemicals, as well as proper waste separation techniques in accordance with relevant guidelines and regulations. 	1L	

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			<ul style="list-style-type: none"> - Spill Kits: Ensure that spill kits are readily available in designated areas where chemical spills may occur. These kits should include materials such as absorbent materials, neutralising agents, and personal protective equipment (PPE). - Clear Signage: Post clear signage in waste disposal areas indicating the proper disposal procedures for different types of waste, including hazardous waste, as well as the importance of correct waste separation. - Use of Personal Protective Equipment (PPE): Require workers to wear appropriate PPE when handling and disposing of hazardous waste. This could include gloves, safety goggles, and respirators, depending on the specific hazard involved. - Segregation of Waste: Implement separate designated containers for different types of waste, such as chemical/hazardous waste, general waste, and recycling, to prevent the incorrect mixing of waste materials. - Regular Inspection of Storage Containers: Inspect waste storage containers periodically for leaks or signs of wear, and replace damaged containers immediately to minimise the potential for chemical spills. - Controlled Disposal Process: Develop a controlled waste disposal protocol to ensure that all chemicals and hazardous materials are disposed of safely and in accordance with relevant regulations. - Emergency Response Plan: Develop and implement an emergency response plan for handling chemical spills and other incidents related to waste disposal, and provide regular training for workers on the proper execution of this plan. - Ventilation in Waste Disposal Areas: Ensure that waste disposal areas are properly ventilated to reduce the risk of exposure to harmful fumes and odors. - Proper Container Labeling: Clearly label all containers used for storing and disposing of hazardous waste with the type of waste contained, the associated hazards, and the required PPE for handling. - Regular Waste Collection: Schedule regular waste collection and disposal by licensed waste management companies to prevent the accumulation of hazardous waste onsite. - Continuous Improvement: Review and update the Safe Work Method Statement (SWMS) regularly to ensure that control measures remain effective in addressing hazards associated with waste disposal, based on feedback from workers and ongoing assessments. 		
11. Equipment Shutdown	Improper shutdown, Electrical hazards	2M	<ul style="list-style-type: none"> - Develop and implement clear equipment shutdown procedures, and make them accessible to all personnel involved in the operation of lasers Classes 3A, 3B, and 3R. - Conduct regular training sessions for all workers on correct equipment shutdown practices to ensure that they understand and follow established procedures. 	1L	

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			<ul style="list-style-type: none"> - Supervisors should monitor the shutdown process to ensure proper implementation of the procedures and intervene if necessary. - Install clearly visible warning signs at appropriate locations around the laser workstation to alert workers to potential electrical hazards during shutdown. - Ensure that proper Personal Protective Equipment (PPE), such as insulated gloves and safety goggles, are worn during the shutdown process to minimize the risk of injury from electrical hazards. - Regularly inspect and maintain all electrical equipment, including power cables and control units, to ensure their safe functioning during the shutdown process. - Implement a lockout/tagout system for shutting down the laser equipment to prevent any unintended activation during the process. - Assign designated personnel who are responsible for maintaining an up-to-date inventory of equipment and conducting inspections of the shutdown procedures. - Encourage open communication among team members to report any concerns or potential hazards during the shutdown process, and address these concerns promptly. - Keep the workspace clean, organised, and free of clutter to reduce the likelihood of accidents and errors during the shutdown process. - Ensure that no loose objects, such as tools or materials, are left close to the equipment during the shutdown process to prevent accidental contact with the laser or electrical components. - Conduct periodic reviews and assessments of the current equipment shutdown procedures to identify areas for improvement and implement necessary changes to maintain the highest level of safety. 		
12. Clean-up and Storage	Improper storage, Unsecured equipment	2M	<ul style="list-style-type: none"> - Ensure all operators have received adequate training in proper clean-up and storage procedures and are aware of the associated hazards. - Establish a designated storage area that is secure, clearly marked, and specifically for Class 3A, 3B, and 3R lasers. The area should be well-ventilated, out of direct sunlight, and free from dampness or extreme temperature fluctuations. - Provide relevant hazard warnings around the designated storage area to limit unauthorised personnel access and make everyone on-site aware of potential hazards. - Develop and implement clear and comprehensive laser equipment cleaning guidelines, including instructions for safely handling and disposal of cleaning materials, such as wipes and cloths used. - Install suitable storage units within the designated storage area. These should include features such as lockable compartments and cabinets, properly labelled and organised shelves, and sufficient space between stored items to prevent accidental collisions or contact. 	1L	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			<ul style="list-style-type: none"> - Develop and implement a regular inspection schedule to ensure the ongoing cleanliness and organisation of the laser storage area, as well as proper maintenance of the storage equipment. - Require the use of appropriate Personal Protective Equipment (PPE) during clean-up and storage activities. Examples: safety glasses, gloves, and closed-toe shoes. - Clearly label and categorise each laser device according to its class and implement a system for organising them accordingly within the storage area. - Utilise durable protective covers or casing when storing lasers to prevent any potential damage to the devices while not in use. - Disconnect and secure all power sources for laser devices before storage, as well as ensure proper cable management to avoid tangled cords and tripping hazards. - Implement a system to ensure that only authorised personnel can access the designated laser storage area. This might include key-controlled access, swipe cards, or a combination of both. - Properly dispose of waste materials generated during clean-up, such as used cleaning supplies and tools, in accordance with local regulations and manufacturer guidelines. - Regularly review and update the Safe Work Method Statement (SWMS) for lasers based on any changes in hazardous materials or equipment, legislative requirements, or developments within the industry. - Encourage a culture of safety and continuous improvement within the workplace by maintaining open lines of communication for reporting any unsafe practices or near misses related to laser use, clean-up, and storage. 		

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	