Loading and Unloading of Containers | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Loading and Unloading of Containers

Business Name: Coastal Hire And Sales Pty Ltd	ABN: 70114481408	SWMS#
Business Address:		
Contact Person:	Phone:	Email:

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

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

Full Name:		
Signature:	Title:	Date:

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

Full Name:	Title:	Phone:

ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS SWMS MUST HAVE THE FOLLOWING COMMUNICATED	NAME AND DATED SIGNATURE OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE DEVELOPMENT AND APPROVAL OF THIS SWMS		
	NAME	SIGNATURE	DATE
Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, secondly to communicate those hazards and then to further take steps to either eliminate or control each hazard.			
If an incident or a near miss occurs, all work must stop immediately. Depending on the severity of the incident, a meeting will be called with all workers to amend the SWMS if required. The meeting may also be an educational opportunity.			
Any changes made to the SWMS after an incident or a near miss must be approved by the Person Conducting Business or Undertaking and communicated to all relevant personnel.			

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

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

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

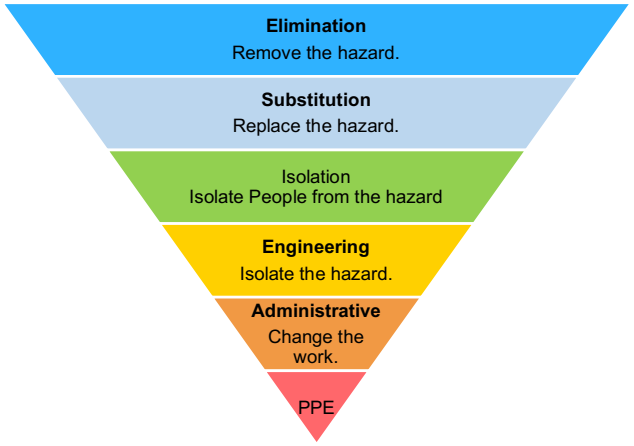
ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY							
☐ Forklift	☐ Crane/s	☐ Hoist/s	☐ Excavator	☐ Backhoe/Loader	☐ Boom Lift	☐ EWP	☐ Genie Lift
☐ Trencher	☐ Drilling Rig	☐ Trucks	☐ Formwork	☐ Bobcat	☐ Flammable Gas	☐ Fuel	☐ Dozer
☐ High Voltage	☐ Mulcher	☐ Tilt-up Panels	☐ Roller	☐ Scissor Lift	☐ Tractor	☐ Other -	

RISK MATRIX

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION
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.

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.

HEIRARCHY OF CONTROLS



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
											
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable).

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.

When a SWMS has been revised, the person conducting a business or undertaking must ensure all:

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

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Incorrect lifting techniques, Inadequate PPE	3H	- Ensure thorough training: Provide all workers involved with the loading and unloading process proper training on correct manual handling techniques, including how to lift and move heavy items without causing strain or injury. - Implement a buddy system: Encourage workers to assist each other in lifting heavy items to reduce the risk of musculoskeletal injuries due to incorrect lifting techniques. - Use mechanical aids: Utilise pallet jacks, forklifts, or other relevant equipment to help transport heavy containers or items, reducing the physical stress on workers. - Regularly inspect and maintain equipment: Keep all mechanical aids in good working order, conducting regular inspections and maintenance to miniimise the risks associated with faulty equipment. - Provide appropriate PPE: Supply workers with necessary personal protective equipment (PPE), such as gloves, safety footwear, and high-visibility vests, to reduce potential injuries during loading and unloading. - Establish designated walkways: Develop clear pathways throughout the workspace, ensuring they are kept free from debris and obstacles that could contribute to accidents or injuries. - Implement effective communication methods: Encourage open communication among workers, supervisors, and employers, promoting awareness of hazards and the importance of following procedures. - Develop an emergency response plan: Designate responsible personnel for managing emergencies, providing first-aid kits, and ensuring all workers are trained in basic first aid and CPR techniques. - Schedule regular breaks: Allow workers to take rest breaks at appropriate intervals, which can help mitigate fatigue-related risks associated with improper lifting techniques or inattention to safety protocols. - Perform ongoing hazard assessments: Continually analyse the work environment and practices for potential hazards, making adjustments as needed to ensure the ongoing safety and well-being of workers. - Encourage reporting of incidents and near misses: Foster a culture of reporting any incidents or near misses that occur, using this valuable feedback to implement further control measures and improvements to workplace safety procedures.	2M	
2. Pre-Inspection	Slips, trips and falls, Damaged equipment	2M	- Regular housekeeping: Ensure the work area is clean, well-organised, and free from debris or clutter that could pose a risk for slips, trips, or falls during loading and unloading operations. - Accessible paths: Mark and maintain clear walkways and access points for employees to reduce congestion and limit the potential for accidents due to confusion or chaos in the worksite.	1L	

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			- Proper footwear: Require workers to wear slip-resistant and closed-toe shoes with adequate structural support to miniimise slip or trip hazards. - Equipment inspection: Regularly inspect all equipment, including forklifts, pallet jacks, and other devices used for loading and unloading, ensuring they are in good working condition and free from damage or defects. - Training and education: Provide mandatory training to all staff members on safe loading/unloading techniques and equipment operation, as well as what to do in case of an emergency. - Spill response procedures: Establish spill response and cleaning processes to immediately address any liquid spills and slippery substances on the work floor, preventing slip hazards for employees. - Adequate lighting: Ensure proper lighting is installed throughout the work area, illuminating potential hazards and reducing the likelihood of accidents. - Load inspection: Check incoming and outgoing loads for stability and securement before beginning the loading/unloading process, preventing potential accidents due to shifting or falling items. - Dock safety barriers: Install edge protection (e.g., rails or wheel chocks) on loading docks to prevent vehicles or equipment from inadvertently rolling off the dock edge or into another vehicle/personnel. - Emergency response plan: Develop and implement an emergency response plan that outlines procedures to follow in the event of an accident, including immediate actions for workers, supervisors, and first aid provisions. This should be communicated to all employees and routinely reviewed and updated as needed.		
3. Equipment Setup	Falling objects, Equipment malfunction	3H	- Regular inspections and maintenance of equipment used in loading and unloading, such as forklifts, cranes, and pallet jacks to ensure the machinery is in good working condition and miniimise the risk of equipment malfunction. - All workers involved in the loading and unloading process must undergo proper training and be deemed competent to operate the relevant equipment in a safe and controlled manner. - Workers should wear appropriate personal protective equipment (PPE), including but not limited to hard hats, high visibility vests, steel-toed boots, and gloves to aid in protection against hazards like falling objects. - Establishing exclusion zones around the working area to prevent unauthorised personnel from entering during the loading and unloading process, reducing the risk of injury from falling objects or equipment malfunctions. - Use effective communication methods, such as two-way radios or hand signals, to relay information between workers and equipment operators, ensuring smooth coordination and preventing mishaps that could lead to hazards.	2M	

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			- Implement strict procedures for securing loads onto shipping containers, trucks, or other transportation vehicles to reduce the likelihood of falling objects during the loading and unloading process. - Ensure that only approved lifting accessories, such as slings, chains, and hooks, are utilised for the job and that these are inspected regularly for wear, damage, or defects in order to miniimise the risk of equipment malfunction. - Apply proper load distribution and weight management when stacking items within a container or on a vehicle to miniimise the chance of collapsing or uneven stacking, which could result in falling objects during transport or unloading. - Develop and implement an emergency response plan to address potential hazards, such as equipment malfunctions or falling objects, with clear roles and responsibilities for all personnel involved in the loading and unloading process. - Provide adequate lighting and clear pathways in both loading and unloading areas to improve visibility and reduce the risk of accidents due to poor lighting conditions. - Limit speeds of equipment operation in the immediate vicinity of loading and unloading zones to reduce the risk of collisions between machinery, personnel and objects. - Frequently review and assess workplace safety policies and procedures, in addition to conducting regular safety audits to identify areas needing improvement or further hazard control measures. - Encourage a culture of safety within the workplace through ongoing safety training, open communication between workers and management, and recognizing and addressing potentially hazardous situations before they escalate into accidents.		
4. Pre-loading Checks	Spillages, Sharp edges	2M	- Proper training: Ensure that all workers involved in the loading and unloading process are adequately trained in safe handling procedures, especially in identifying potential hazards such as sharp edges and spillages. - Personal protective equipment (PPE): Workers must wear appropriate PPE, including gloves, safety shoes, and high-visibility vests, to protect themselves from potential injuries caused by sharp edges or spills. - Regular inspections: Conduct frequent assessments of containers and their contents before loading to identify any defects, sharp edges, or potential spillage risks. - Signage and warnings: Clearly place signage and warnings on containers that may contain hazardous materials or have identified risks of sharp edges or spillages. - Cleanliness and maintenance: Regularly maintain and clean containers, work areas, and equipment to help reduce the risk of spillages or injury from sharp edges. - Proper securing of loads: Ensure that all items are appropriately secured within the container to miniimise the chance of them shifting during transport, which could lead to spills or sharp edge exposure.	1L	

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			- Safe tools and equipment: Use appropriate tools and equipment for loading and unloading tasks, helping to miniimise the risk of injuries from sharp edges or contact with hazardous materials. - Spill response plan: Develop and maintain a spill response plan that outlines the actions to be taken in case of a spill, including proper cleanup procedures and personal protection equipment required. - Periodic inventory checks: Conduct regular examinations of inventory within the containers to ensure proper containment measures and prevent accidental spillage or sharp edge exposure. - Adequate illumination: Providing sufficient lighting in the work area helps workers to clearly see and safely handle containers, reducing the risk of encountering sharp edges or hazardous materials. - Clear communication: Maintain open lines of communication among team members during the loading and unloading process to ensure everyone is aware of potential hazards and can collaborate effectively to miniimise risks. - Emergency protocols: Workers should be familiar with emergency procedures, such as evacuation routes and first aid measures, to respond effectively in the event of a spill or injury from sharp edges.		
5. Loading Containers	Crushing injuries, Incorrectly stacked items	3H	- Provide adequate training to workers involved in the loading process on correct loading techniques, weight distribution, and stacking of items to ensure stable load placement within containers. - Utilise appropriate lifting equipment such as forklifts and pallet jacks, ensuring they are well-maintained and operated by trained personnel to prevent crushing injuries during loading. - Implement a clear communication system between loaders and other workers in the vicinity of the container, including the use of hand signals, radios, or designated spotters to coordinate safe movement and placement of items. - Establish exclusion zones around the loading area, marked with safety signage and barriers, to keep unauthorised personnel away from potential crush hazards during the loading process. - Implement a pre-loading inspection regime, assessing the condition of each item to be loaded, including its stability, packaging integrity and any visible damage, to reduce the risk of incidents during loading. - Determine the suitable order of loading items based on their weight, dimensions, fragility, and stability to ensure optimal stack configurations that miniimise the risk of falling/collapsing items within the container. - Ensure proper use of load restraint equipment, such as straps, chocks, and bracing, designed specifically for securing items during transport, to miniimise the risk of items shifting or falling while inside the container.	1L	

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			- Develop and implement a written plan specifying stacking patterns and load sequencing for complex or specific load types (like heavy machinery components), supported by diagrams and visual aids to ensure consistent understanding among workers. - Regularly conduct toolbox talks and safety briefings with loading personnel, emphasising the importance of adherence to established protocols related to stacking, loading, and securing items within containers. - Allocate an adequate number of loading personnel to handle tasks efficiently and effectively, reducing fatigue-related errors and the risk of injury due to trying to rush the process. - Regularly review and update work procedures to incorporate lessons learned from previous incidents and near-misses, as well as new industry standards and best practices for loading and unloading containers. - Encourage a safety culture where workers feel empowered to report potential hazards, unsafe practices, or incidents without fear of retaliation, fostering continuous improvement in risk management and hazard control efforts.		
6. Securing Containers	Loose securing equipment, Working at heights	3H	- Ensure that all personnel involved in securing containers are properly trained and familiar with the relevant safety procedures. - Conduct a thorough pre-start safety briefing to discuss potential hazards, risks, and necessary control measures. - Regularly inspect and maintain all securing equipment such as twist locks, chains, straps, and ratchets to ensure they are in good working condition. - Implement a system to ensure that all securing equipment is accounted for before, during, and after the container loading or unloading process. - Use appropriate personal protective equipment (PPE), including hard hats, gloves, safety goggles, and steel-toed boots, when securing containers. - Assign a dedicated safety supervisor on-site to monitor and enforce safety protocols during container securing operations. - Establish clear exclusion zones around the container securing area to prevent unauthorised access and miniimise the risk of accidents. - Ensure proper and stable footing by using anti-slip safety surfaces and mats while working at heights or on slippery surfaces. - Utilise suitable fall arrest systems, such as safety harnesses, lanyards, and lifelines, when working at heights to secure containers. - Implement a buddy system whereby team members work together and watch out for each other's safety when securing containers on high stacks. - Securely attach containers to the transporting vehicle or adjacent units according to manufacturer guidelines and standard operating procedures.	2M	

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			- Familiarise workers with various hand signals and communication methods for coordinating tasks and sharing important safety information during container securing operations. - Regularly conduct safety audits and review work processes to identify any emerging hazards, risks, or control measures that may need to be updated or implemented.		
7. Container Transport	Vehicle collisions, Uneven terrain	4A	- Implement safe vehicle operation procedures and provide training for all drivers on the importance of following these procedures. - Regularly inspect and maintain all transport vehicles to ensure they are in proper working order and safe for use. - Establish designated routes for container transport, taking into account potential hazards posed by uneven terrain and other obstacles. - Clearly mark all traffic areas, including container loading and unloading zones, pedestrian walkways, and vehicle routes, to miniimise the risk of vehicle collisions. - Enforce a speed limit within the work area to reduce the risk of vehicle accidents and improve reaction time for drivers. - Establish communication protocols between vehicle operators, ground personnel, and supervisors to ensure everyone is aware of ongoing container movements and possible obstructions. - Require drivers to perform a thorough pre-operational check of their vehicle before commencing any container transport tasks. - Use appropriate equipment, such as stabilizers or chocks, to secure containers during transport and prevent shifting loads caused by uneven terrain. - Provide adequate lighting in all container transport areas to ensure drivers can see potential hazards and avoid collisions. - Utilise safety features such as backup alarms, cameras, and proximity sensors to alert drivers to potential hazards while reversing or maneuvering vehicles. - Develop emergency response procedures for dealing with vehicle accidents, spills, or other incidents involving container transport. - Schedule regular safety meetings to discuss potential risks, review safety policies, and provide updates on new or existing control measures. - Encourage a reporting culture where employees feel comfortable raising concerns about workplace safety and contributing suggestions for improvements. - Conduct periodic audits of the container transport process to identify any non-compliance with safety procedures or emergent hazards, and implement corrective actions as necessary.	2M	
8. Unloading Containers	Improper unloading technique, Dropped items	3H		1L	

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			- Proper training: Ensure all workers involved in the unloading process receive adequate training in safe handling techniques and are competent to carry out their tasks. - Safety gear: Provide appropriate Personal Protective Equipment (PPE) such as gloves, safety footwear, hard hats, and high-visibility vests for all workers. - Clear communication: Establish clear communication channels between workers to coordinate their actions and maintain awareness of each other's positions during unloading. - Pre-unloading inspection: Inspect containers for any visible damage or potential risks before commencing the unloading process. - Secure equipment: Ensure that all necessary equipment, such as forklifts or cranes used for unloading, is in good working order and properly maintained to miniimise risk of malfunctions or accidents. - Use correct lifting aids and tools: Workers should use appropriate lifting aids, such as hand trucks, pallet jacks, or forklifts, to handle materials and prevent strain or injury from manual handling. - Safe material stacking: Ensure that the items being unloaded are securely stacked and adequately supported, preventing them from falling or toppling over during the unloading process. - Stay clear of suspended loads: All workers should maintain a safe distance from any suspended loads to reduce the risk of injury due to dropped items. - Weight and load limits: Adhere to the maximum load capacity of the equipment used for unloading (e.g., forklifts, cranes), and ensure that the weight of the materials does not exceed these limits. - Implement exclusion zones: Establish designated exclusion zones around the container and unloading area, restricting access only to authorised personnel. - Supervision: Assign a responsible person to supervise the unloading process, ensuring that all safety measures are followed and intervening if necessary to correct unsafe practices. - Regular breaks: Encourage workers to take regular breaks to avoid fatigue, which can lead to accidents and injuries during the unloading process. - Emergency plan: Develop and communicate a comprehensive emergency plan, outlining actions to be taken in case of an incident or accident during the unloading process, such as dropped items or equipment failure.		
9. Post-Unload Inspection	Slips, trips and falls, Damaged goods	2M	- Maintain a clean and organised work area: To miniimise the risk of slips, trips, and falls, ensure that the floor around the container is free from debris, spills, and any other obstructions.	1L	

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			- Properly inspect the container area: Prior to beginning the post-unload inspection, walk around the container and identify any potential hazards or issues that may affect safety during the process. - Use appropriate personal protective equipment (PPE): Workers should always wear appropriate PPE such as slip-resistant shoes, gloves, and high visibility vests to help reduce the risk of injuries. - Implement good housekeeping practices: Regularly sweep, mop or vacuum the working area to remove any dust, dirt or spillages that could cause slips, trips, or falls during the post-unload inspection process. - Correctly stack and store materials: Ensure that all pallets, boxes, and other goods are properly stacked and stored in designated areas to prevent toppling over, which could cause injury to workers or damage to the products. - Be mindful of slippery surfaces: When inspecting containers in wet conditions or in environments where liquids are used regularly, extra care should be taken to avoid slipping on slick surfaces. Utilise non-slip mats or signage where necessary. - Establish proper communication between team members: Ensure workers communicate effectively with each other during the inspection process to miniimise misunderstandings and prevent accidents caused by miscommunication. - Establish an adequate system to report damaged goods: A clear protocol should be in place for reporting damaged goods during post-unload inspection. This may include taking photos of damaged items and logging them into a designated software or management system. - Train workers on safe manual handling techniques: Ensure that workers who handle heavy or awkward loads receive appropriate training on safe lifting and carrying procedures to prevent strain or musculoskeletal injuries. - Inspect containers for stability before opening: Before proceeding with the post-unload inspection, ensure that the container itself is stable and has been safely unloaded to reduce the risk of any goods or equipment falling during the inspection process. - Install signage and safety barriers as required: Depending on the location and specifics of the loading/unloading zone, consider installing signs for high traffic areas and safety rails or barriers around drop-offs or other hazards to miniimise the risk of slips, trips, and falls.		
10. Equipment Breakdown	Electrical hazards, Entanglement	3H	- Regular inspection and maintenance: Have a qualified technician perform regular equipment checks, ensuring that all electrical components are in proper working condition, and identifying any worn or damaged parts for replacement. - Isolation of power sources: When dealing with electrical hazards, ensure that the equipment is isolated from its power source before carrying out any repair or maintenance work. Follow lockout/tagout procedures to prevent accidental re-energising of the equipment.	1L	

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			- Guards and barriers: Install appropriate guards and barriers around moving parts of the equipment to miniimise the risk of entanglement. Ensure that these guards are inspected regularly and remain in place while the equipment is in operation. - Proper use of personal protective equipment (PPE): Workers handling or operating the equipment should wear the necessary PPE, such as gloves, safety glasses, and long-sleeved clothing, to protect against potential electrical shocks and entanglement hazards. - Training and awareness programs: Provide regular training sessions on safe equipment operation, emphasising potential hazards and corresponding control measures. Supplement these training sessions with readily accessible resources and materials for workers to reference when needed. - Emergency stop button and breakaway devices: Install emergency stop buttons on the equipment to allow for quick shutdown in case of an emergency. Additionally, consider incorporating breakaway devices to prevent worker entanglement by automatically stopping the equipment if resistance is detected. - Clear workspace and proper lighting: Keep the work area clean and well-lit, removing any obstructions that may hinder worker visibility or movement, and thus increasing the risk of accidents related to electrical hazards or entanglement. - Familiarise workers with the equipment's limitations: Ensure that operators are aware of the equipment's capacity and limitations. Overloading the equipment can lead to system failure and breakdown, posing electrical and entanglement risks. - Implementation of Standard Operating Procedures (SOPs): Establish and enforce SOPs addressing safe work practices while operating and maintaining the equipment. This includes procedures for addressing breakdowns, emergency situations, and reporting incidents. - Supervision and support: Designate a qualified supervisor or manager who knows the risks associated with the tasks being performed and can oversee operations to ensure that all control measures are implemented effectively. Encourage workers to report any machinery issues, near misses, or incidents promptly, so they can be addressed before they escalate into more significant problems.		
11. Clean up	Manual handling injuries, Slippery surfaces	2M	- Provide appropriate manual handling training to all workers involved in loading and unloading of containers, emphasising on proper lifting techniques and body posture management. - Assess the weight of items before lifting and ensure that every worker is aware of the load limitations, using two or more people for heavy loads as necessary. - Assign designated areas for disposal of waste materials to keep the working area clean and clear of potential hazards. - Equip workers with suitable personal protective equipment (PPE) such as non-slip footwear, gloves, and safety goggles to miniimise risks associated with manual handling and slippery surfaces.	1L	

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			- Install slip-resistant floor mats or use anti-slip paint/industrial coatings in high-risk areas, making sure floors remain dry and free of contaminants like grease, dirt, or liquids. - Implement a regular inspection and maintenance schedule for all loading and unloading equipment, ensuring that they are in good working condition to prevent equipment-related injuries. - Display signage to warn staff of potential hazards, such as wet or slippery floors, restricted access zones, and weight limits. - Promote the usage of mechanical aids like trolleys or pallet jacks where possible to reduce manual handling risks and enable efficient material transportation. - Allocate sufficient break times for workers to recover from physical exertion and ensure that rest areas are readily available. - Establish a proper reporting and communication system that encourages workers to report any safety concerns or incidents immediately to their supervisors. - Conduct regular safety audits and risk assessments to identify areas for improvement, ensuring that appropriate steps are taken to enhance overall safety in the workplace. - Foster a safety culture within the organisation by encouraging open communication between team members, supervisors, and management, recognizing and rewarding positive safety behaviors, and addressing safety concerns effectively.		
12. Documentation	Miscommunication, Lost or missing paperwork	2M	- Maintain clear communication channels: Ensure that all team members have access to and are familiar with appropriate communication methods, such as radios, email or messaging applications. - Establish a designated point of contact: Appoint a person or group responsible for receiving and distributing relevant documentation to ensure that paperwork remains organised and easy to locate. - Conduct pre-start meetings: Hold briefings with all workers involved in the loading and unloading process prior to starting work to make sure that everyone understands their role and responsibilities. - Implement a digital document management system: Store electronic copies of important documents, such as manifests and load lists, in a central location accessible by all relevant personnel to prevent loss or misplacement. - Use checklists: Provide workers with standardised checklists for various stages of the process to ensure thoroughness and consistency when handling documentation. - Train staff in proper documentation practices: Offer regular training sessions to reinforce the importance of accurate record-keeping and provide guidance on best practices. - Conduct regular audits: Perform periodic reviews of documentation and record-keeping systems to identify any gaps or inconsistencies and address them promptly.	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
			- Maintain backup copies: Keep both physical and digital backups of essential paperwork to miniimise the risk of loss or damage. - Label all containers clearly: Make sure containers are appropriately labelled with identifiable information such as the container number, shipper, and recipient to reduce confusion and simplify the documentation process. - Implement a paperless workflow: Utilise digital tools, such as electronic forms and mobile devices, to automate aspects of the process and eliminate the need for hard-copy documentation. - Store hard-copy documentation securely: Keep printouts in a designated location, such as a lockable cabinet or office, to reduce the risk of loss or unauthorised access. - Keep records up to date: Update existing records promptly with any new or revised information to ensure maximum accuracy and prevent discrepancies. - Encourage open communication: Foster a work environment where staff members feel comfortable discussing concerns or questions about documentation and reporting any incidents of lost or incorrect paperwork.		

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

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

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

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

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

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

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.

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

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

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

Model Codes of Practice

- 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

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	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ 6	☐ 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.	☐	☐	
Names and signatures of all relevant personnel consulted during the development of the SWMS.	☐	☐	
Name, signature, position and date signed of the person approving the SWMS.	☐	☐	
Specific personnel and qualifications, experience is noted in the SWMS.	☐	☐	
Provides a step-by-step process of tasks required to carry out the activity or task.	☐	☐	
Adequate risk assessment of any identified hazards has been completed.	☐	☐	
Foreseeable hazards are identified and documented for each step.	☐	☐	
Any hazards listed in any site risk assessments have been added to the SWMS.	☐	☐	
SWMS initial risk (IR) column as well as residual risk (RR) columns completed.	☐	☐	
Check control measures added to the SWMS are the most effective selections.	☐	☐	
Responsible person is assigned and listed on the SWMS for the implementation of control measures.	☐	☐	
Permit requirements specified, such as Hot Work, Electrical Work, Work at Heights etc.	☐	☐	
SWMS identifies plant and equipment to be used.	☐	☐	
Details of inspection checks required for any equipment listed are noted on the SWMS.	☐	☐	
Describes any mandatory qualifications, experience, training or skills required to perform the work.	☐	☐	
Applicable personal protective equipment is selected on the SWMS.	☐	☐	
Lists any required permits or licenses.	☐	☐	
Reflects and documents any legislative references and/or Australian Standards.	☐	☐	
Identifies any hazardous substances used with specific control measures in line with any SDS.	☐	☐	

REVIEWED BY		**DATE REVIEWED**	
SIGNATURE		**DATE COMPLETED**	