

Manual Handling | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Manual Handling

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:	

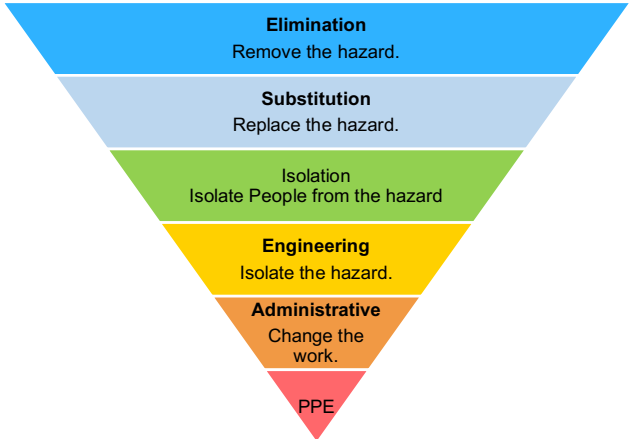
ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT

<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	SCORE	ACTION	 <p>Elimination Remove the hazard.</p> <p>Substitution Replace the hazard.</p> <p>Isolation Isolate People from the hazard</p> <p>Engineering Isolate the hazard.</p> <p>Administrative Change the work.</p> <p>PPE</p>
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).

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	Trips, falls	2M	<ul style="list-style-type: none"> - Conduct a site-specific risk assessment before commencing work to identify possible hazards, such as uneven surfaces, cluttered pathways, and obstacles in the work area. - Implement proper housekeeping measures, including maintaining clean and well-organised work areas, ensuring walkways are free from obstruction, and immediately addressing any spills, leaks or slippery surfaces. - Use appropriate personal protective equipment (PPE), such as slip-resistant footwear, to reduce the risk of tripping, slipping and falling incidents. - Provide adequate training for workers on correct manual handling techniques, ergonomic lifting positions, and the importance of teamwork when moving large or awkward loads. - Install highly visible warning signs and hazard tape to highlight trip and fall risks, such as steps, cables, and uneven surfaces in the work area. - Ensure that sufficient lighting is provided in all areas of the workplace to improve visibility and help prevent accidents associated with low-light conditions. - Develop clear and concise communication protocols amongst team members to reduce confusion and decrease the likelihood of accidents due to miscommunication. - Require workers to use tools and equipment, such as trolleys or hand trucks, to aid in the transportation of heavy or bulky items, reducing the potential for trips and falls. - Regularly reassess the work environment throughout the course of the project to detect and address any new hazards that may develop. - Establish a reporting system for health and safety concerns and incidents, which encourages workers to voice any workplace challenges and promotes prompt corrective action to prevent future occurrences. 	1L	
2. Assess work area	Inadequate lighting, obstructions	3H	<ul style="list-style-type: none"> - Install appropriate and adequate lighting sources in work areas to ensure sufficient visibility for carrying out manual handling tasks. - Perform regular inspections of the work area to identify potential obstructions, with a dedicated focus on walkways or frequently used access routes, and keep them clear at all times. - Implement routine housekeeping measures such as cleaning and maintenance practices to minimise the risk of obstructions resulting from accumulated debris, spills or clutter. - Clearly mark designated walkways and storage areas to facilitate smooth workflows and reduce the occurrence of unexpected obstacles that can pose a hazard during manual handling. 	2M	

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			<ul style="list-style-type: none"> - Provide relevant training to staff regarding safe manual handling techniques, including assessing the work environment for hazards such as poor lighting and obstructions prior to commencing a task. - Encourage open communication amongst team members by promoting a culture of reporting hazards or near-miss incidents, ensuring that all employees remain vigilant of their surroundings in the work area. - Utilise signage, barriers, or delineators, where applicable, to direct pedestrian and vehicle traffic within the workplace, thereby reducing the risk of collisions or blockages in walkways and access points due to obstructions. - Consider incorporating ergonomic solutions such as adjustable workstations or equipment with built-in lighting options to provide targeted illumination, catering to various tasks and individual needs while addressing inadequate lighting concerns. - Establish and enforce work procedures that address proper material storage, stacking, and disposal to reduce the likelihood of obstructions forming in critical pathways and work zones. - Periodically review and update risk assessments and Safe Work Method Statements (SWMS) for manual handling activities, with a particular emphasis on evaluating controls related to mitigating hazards caused by insufficient lighting and obstructions in the work area. 		
3. Select equipment	Incorrect or damaged equipment, manual handling injuries	3H	<ul style="list-style-type: none"> - Inspect equipment thoroughly before use, ensuring it complies with Australian Standards and manufacturer guidelines. - Address any issues found during inspection prior to equipment usage, replacing faulty or damaged equipment as needed. - Ensure all staff members using the equipment have undergone appropriate training in safe manual handling procedures and techniques. - Use appropriate lifting aids when necessary, such as trolleys, carts, or hoists, to reduce the risk of manual handling injuries. - Implement a regular maintenance schedule for all equipment to ensure it remains in optimal working condition. - Clearly label all equipment with maximum weight capacities and safety restrictions to avoid incorrect usage and potential injuries. - Implement a buddy system for tasks requiring heavy lifting, minimising individual strain and reducing the risk of injuries due to manual handling. - Encourage workers to report any issues or incidents involving equipment, and address these concerns in a timely manner. - Utilise ergonomic equipment design principles when possible, to promote proper posture and reduce the risk of injury due to manual handling. 	1L	

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			<ul style="list-style-type: none"> - Provide adequate personal protective equipment (PPE) for staff utilising the equipment, including gloves, supportive footwear, and back supports where necessary. - Assess the work environment for any hazards that might contribute to manual handling injuries, such as slippery floors or cluttered spaces, and implement measures to mitigate these risks. - Develop and enforce policies related to correct equipment usage and manual handling, ensuring all staff adhere to safe practices. - Schedule regular breaks and rest periods for staff, allowing them to recuperate from physically demanding tasks and reducing the potential for injury. - Implement regular refresher training sessions for staff, ensuring they remain up-to-date with current manual handling best practices and are aware of the risks associated with incorrect equipment usage. 		
4. Gather materials	Heavy lifting, slips on spills		<ul style="list-style-type: none"> - Provide sufficient training in manual handling techniques, including proper lifting and carrying to minimise overexertion or strain on workers. - Encourage use of the correct equipment for lifting or moving heavy loads, like trolleys, dollies, or mechanical lifting devices. - Implement a weight limit for manually-lifted materials to reduce the risk of heavy lifting injuries. - Ensure that packing materials are organised and stored safely to reduce hazards during the gathering process. - Require workers to wear appropriate personal protective equipment (PPE), such as non-slip footwear and gloves, to prevent slips or loss of grip while handling materials. - Regularly inspect the workplace, ensuring that walkways are clear of obstructions and potential slip hazards like spills. - Implement a spill response plan, where any spills are immediately cleaned up by trained personnel using proper equipment to prevent slipping accidents. - Assign tasks within teams, ensuring that individuals with appropriate physical abilities do the heavy lifting to reduce the risk of injury or strain. - Monitor work schedules and allow for frequent breaks when performing repetitive tasks involving manual handling, reducing the likelihood of fatigue and overexertion injuries. - Develop and encourage open communication channels where workers can report potential hazards or issues related to manual handling tasks. - Regularly assess and update risk assessments, keeping them current and accurate to identify potential hazards in the workplace. - Store materials in designated areas, ensuring that they are closely monitored and secured to prevent incidents or accidents due to disorganisation or improper storage. 	4A	

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			<ul style="list-style-type: none"> - Maintain good housekeeping practices throughout the workplace, ensuring that workspaces are clean, tidy and free from clutter to minimise slip, trip and fall hazards. 		
5. Position equipment	Falls from heights, pinching fingers	3H	<ul style="list-style-type: none"> - Utilise appropriate personal protective equipment (PPE) like safety gloves and helmets to reduce the potential risks related to manual handling and falls from heights. - Conduct a proper risk assessment prior to positioning equipment to identify any potential hazards and develop strategies to minimise their occurrence. - Employ correct lifting techniques when moving and positioning the equipment, such as keeping the load close to the body, bending at the knees, and maintaining a straight back. - Use signage or barriers where necessary to restrict access to the area where the equipment is being positioned, thereby reducing exposure to fall hazards. - Use mechanical aids, such as trolleys, hoists, or lifting devices, to assist with moving and positioning equipment safely and efficiently. - Ensure that flooring surfaces are free from trip hazards or unevenness which may increase the chances of falling while carrying out manual handling tasks. - If positioning equipment at height, utilise appropriate fall prevention systems like guardrails, working platforms or scaffoldings to reduce the potential for injuries due to falls. - Regularly inspect all equipment used in manual handling tasks to ensure they are in good working condition and free from defects. - Train workers in appropriate manual handling techniques, as well as hazard identification and risk management processes specific to their workplace environment. - Establish clear communication channels among team members during manual handling tasks, including designated hand signals or verbal instructions to coordinate efforts and avoid confusion. - Encourage employees to report any incidents, near-misses, or hazards associated with manual handling tasks, allowing for continuous improvement of workplace safety procedures. - Develop an emergency response plan outlining the steps to take in the event of a fall or injury during manual handling activities. - Carry out periodic reviews of the work environment and task procedures to ensure that control measures put in place are effective in mitigating risks associated with manual handling and falls from heights. - Promote a culture of safety and awareness within the workplace, encouraging workers to take responsibility for their own actions and look out for the well-being of their colleagues. 	2M	

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6. Clear obstructions	Electrocution, trip hazards	2M	<ul style="list-style-type: none"> - Ensure proper housekeeping practices by regularly cleaning and organising work areas to minimise trip hazards. - Clearly mark potential obstacles, such as extension cords, with high-visibility tape or signage to alert workers of their presence. - Regularly inspect pathways and walkways for debris and obstructions and remove them promptly where necessary. - Provide adequate lighting in all work areas, including entryways and exits, to ensure that workers can easily identify any hazards. - Encourage workers to wear slip-resistant footwear to reduce the risk of slipping on wet or slippery surfaces. - Deliver toolbox talks or safety briefings to inform workers of the importance of maintaining a clean and obstruction-free workspace. - Train employees in proper manual handling techniques, such as keeping a straight back and lifting with the knees, to reduce the risk of injury. - Establish designated cable-management areas or use cable trays or covers to keep electrical wiring organised and free from hazards. - Develop a regular maintenance schedule for inspecting and repairing tools, equipment, and machines to prevent malfunctions leading to electrocution risks. - Use ground-fault circuit interrupters (GFCIs) or residual-current devices (RCDs) on electrical equipment to provide an added layer of protection against electrocution. - Ensure that workers handling electrical equipment are adequately trained and competent in electrical safety procedures, including the correct use of personal protective equipment (PPE). - Encourage staff to report any observed hazards, such as loose cables or potential trip hazards, to their supervisors promptly so that appropriate action can be taken. 	1L	
7. Communicate plan	Miscommunication, confused roles	2M	<ul style="list-style-type: none"> - Develop a clear and concise communication plan that outlines the roles, responsibilities and expectations for all involved parties to minimise confusion. - Ensure regular team meetings are held, where everyone is encouraged to voice their concerns, updates, or changes related to manual handling tasks. - Designate a person as the main point of contact for all manual handling related matters, to prevent miscommunications and ensure everyone has access to accurate information. - Continuously reinforce the importance of following proper manual handling techniques and procedures, including providing reminders during toolbox talks, site-specific inductions, and other relevant training sessions. - Make sure that all instructions, descriptions, and guidelines provided are in simple, easy-to-understand language, avoiding technical jargon wherever possible. 	1L	

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			<ul style="list-style-type: none"> - Collaboratively develop, review, and refine Safe Work Methods Statements (SWMS) to ensure they accurately cover all required aspects of manual handling in various situations on-site. - Regularly assess and address language or cultural barriers within the workforce that may lead to poor communication, potentially resulting in confused roles and responsibilities during manual handling processes. - Implement visual aids such as signage, posters, and labels where necessary to help clarify essential manual handling procedures and requirements. - Employ various modes of communication like face-to-face interactions, emails, phone calls, and newsletters to keep workers updated on any changes to manual handling plans, SWMS, or related policies. - Provide ongoing feedback to employees regarding their compliance with manual handling procedures, both individually and as a group, to further clarify roles and maintain transparent communication channels. - Offer refresher training to workers periodically to address any ambiguities, confusion or knowledge gaps related to safe manual handling techniques and procedures. - Encourage an open-door policy for managers, supervisors and team leaders so that workers feel comfortable discussing any concerns or confusion relating to manual handling tasks, which can aid in promoting a safer work environment. 		
8. Inspect equipment	Machinery faults, sharp edges	3H	<ul style="list-style-type: none"> - Conduct regular equipment inspections and maintenance checks to identify any machinery faults or defects. Ensure detailed records are kept for each inspection. - Equip workers with appropriate personal protective equipment (PPE), including gloves, safety glasses, and steel-toed boots, to protect against injuries from sharp edges and machinery faults. - Implement a training and induction program for all workers handling machinery and equipment, ensuring they are familiar with safe manual handling practices and the specific requirements of the task. - Establish clear instructions for reporting damaged equipment or machinery faults. Encourage a culture of open communication among workers regarding any potential hazards they may encounter on the job. - Implement safety barriers and guardrails around machinery with sharp edges, minimising the risk of accidental contact and potential injury. - Keep the worksite clean and clutter-free, reducing the chances of tripping or slipping hazards that could lead to contact with sharp edges or machinery faults. - Use signage and warning labels to clearly indicate the presence of sharp edges or machinery faults, alerting workers to exercise caution and follow appropriate safety protocols in these areas. 	1L	

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			<ul style="list-style-type: none"> - Develop a schedule for periodic equipment replacement, ensuring that outdated or worn machinery and tools are removed from service before they become hazardous. - Ensure workers adhere to proper lifting techniques and utilise mechanical aids whenever possible, reducing the likelihood of injuries associated with manual handling of heavy or awkward objects. - Review the work process regularly and update safety management systems accordingly, incorporating feedback from workers and relevant industry best practices. - Foster a safety-conscious culture within the workplace, rewarding safe work practices and promoting shared responsibility for maintaining a hazard-free environment. - Conduct emergency response drills to ensure that all workers are familiar with the correct procedures in the event of an incident involving sharp edges or machinery faults, allowing them to act quickly and effectively to minimise harm. 		
9. Manual lifting	Back strains, twisting injuries	4A	<ul style="list-style-type: none"> - Provide proper manual handling training to all workers, ensuring they understand and follow safe lifting techniques such as keeping the load close to their body, bending at the knees and hips, and avoiding twisting movements. - Carry out a risk assessment for each manual lifting task to determine the appropriate method and equipment to be used, taking into account the weight, shape, and nature of the load, as well as the distance it needs to be moved. - Utilise mechanical aids such as trolleys, pallet trucks, or lifters whenever possible, to minimise the need for manual handling and reduce the associated risk of injury. - Organise work tasks in a way that minimises the frequency and duration of manual lifting, offering sufficient rest breaks and alternating between heavy and light duties. - Encourage workers to work in teams and share the load where appropriate, so that no individual is putting excessive strain on their body during the lifting process. - Make sure the work area is clean and tidy, with good lighting and unobstructed pathways, to prevent slips, trips and falls during manual lifting tasks. - Ensure workers wear appropriate personal protective equipment (PPE) like supportive footwear and gloves to protect them from potential hazards and injuries during manual handling tasks. - Establish clear communication between workers when performing manual lifting tasks, particularly when carrying large or awkward objects that may obstruct their vision. - Regularly monitor and review manual handling practices in the workplace, making adjustments as needed to ensure ongoing compliance with WHS regulations and best practice guidelines. 	3H	

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			<ul style="list-style-type: none"> - Promote a positive safety culture within the workplace, encouraging workers to report any concerns or suggestions related to manual handling, and fostering open communication about health and safety issues. 		
10. Move materials	Collision with objects, falling items	4A	<ul style="list-style-type: none"> - Ensure proper training and induction for all workers on essential manual handling techniques, including appropriate lifting and carrying procedures. - Conduct regular toolbox talks and safety briefings to reinforce the importance of safe manual handling practices and to discuss any concerns or potentially hazardous situations. - Provide adequate signage to clearly mark designated pathways and storage areas, reducing the chance of collisions with objects or people and ensuring clear access to materials. - Utilise mechanical aids such as trolleys, carts, or hoists where possible when moving heavy or bulky materials to reduce the risk of injury from improper manual handling. - Keep a clean and tidy worksite to prevent trip hazards and other obstacles that could lead to collision with objects or falling items. - Implement safe stacking protocols, following manufacturer guidelines for height limitations and proper stacking methods to minimise the risk of falling items. - Require workers to wear appropriate personal protective equipment (PPE), including high-visibility vests, steel-toe boots, gloves, and hard hats as necessary depending on the specific job tasks and work environment requirements. - Encourage workers to communicate with one another when manoeuvring around the site and moving materials, increasing awareness of others' locations and planned movements. - Monitor weather conditions and adjust work schedules or tasks accordingly to avoid working in wet or slippery conditions that may exacerbate the risk of manual handling accidents. - Implement a reporting system to document near misses, injuries, and incidents involving manual handling to identify trends and areas in need of improvement, allowing continuous improvement of workplace safety standards. 	3H	
11. Ensure clearance	Head impacts, bruising	3H	<ul style="list-style-type: none"> - Conduct regular hazard assessments and risk evaluations to identify potential risks associated with manual handling tasks in the workplace. - Ensure proper training is provided to employees regarding safe lifting techniques, appropriate body positioning, and correct use of equipment to minimise head impacts and bruising. - Implement a clear communication system among team members while undertaking manual handling tasks to ensure awareness of movements and position of others in the vicinity. 	2M	

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			<ul style="list-style-type: none"> - Incorporate ergonomic principles into the workplace design to provide adequate clearance for workers while carrying out manual handling tasks, thus reducing the risk of head impacts and bruising. - Establish designated pathways, free from obstructions, for manual handling activities to prevent collisions and accidents. - Provide personal protective equipment (PPE) such as safety helmets, gloves, and padding to safeguard against potential injuries caused by head impacts or bruising. - Regularly maintain and inspect equipment used for manual handling tasks, ensuring it is in good working order and fit for purpose to minimise the risk of injury. - Encourage a culture of reporting incidents or near misses related to head impacts and bruising during manual handling tasks, promoting continuous improvement in workplace safety procedures. - Develop an efficient system for coordinating manual handling activities to reduce the likelihood of workers unintentionally causing hazards for other employees through their actions. - Provide sufficient lighting and visibility in work areas to ensure that workers can clearly see potential hazards whilst performing manual handling tasks. - Establish a rotation system for manual handling tasks, allowing workers to take frequent breaks and avoid continued strain on muscles that may lead to bruising or injury. - Regularly review and update Safe Work Method Statements (SWMS) regarding manual handling tasks, ensuring they encompass the most effective control measures to mitigate risks associated with head impacts and bruising. 		
12. Adjust lifting technique	Poor posture, muscle strain	3H	<ul style="list-style-type: none"> - Proper training: Ensure all workers receive comprehensive manual handling and lifting technique training, including onsite demonstrations and regular refreshers. - Pre-lift assessment: Before initiating a lift, have workers assess the load's weight, size, and shape to tailor their approach accordingly. - Correct posture: Promote the use of proper body mechanics and encourage workers to maintain a neutral spine during all lifting activities. - Utilise leg muscles: Encourage workers to lift with their legs rather than their back, keeping the load close to their body as they stand up. - Keep feet shoulder-width apart: Ensure workers practice good foot placement while lifting – feet should be shoulder-width apart for increased stability and support. - Avoid twisting and bending: Train workers to avoid twisting or bending their backs during lifts and instruct them to pivot with their feet instead. - Team lifts: When appropriate, mandate team lifts for heavy or awkward loads, distributing the weight evenly amongst multiple workers. 	2M	

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			<ul style="list-style-type: none"> - Clear pathway: Ensure the path between the pick-up and set-down locations is free of obstructions, reducing tripping hazards and minimising unnecessary movements during the lift. - Mechanical aids: Where possible, utilise appropriate mechanical aids (such as trolleys, hoists, and pallet jacks) to reduce the need for manual exertion. - Break down loads: Suggest breaking down large or awkward loads into smaller, more manageable components when feasible to facilitate easier handling. - Rest periods: Allow adequate rest breaks for workers between lifting tasks, preventing fatigue and muscle strain from cumulative stress. - Regular supervision: Provide ongoing supervision and monitoring of workers during manual handling tasks to ensure adherence to correct techniques and prompt intervention when necessary. - Early reporting: Encourage workers to report any pain, discomfort, or concerns related to lifting tasks immediately, allowing for prompt attention and remedy where necessary. 		
13. Secure equipment	Equipment malfunctions, falling objects	2M	<ul style="list-style-type: none"> - Conduct regular pre-use inspections of equipment to ensure proper functioning and identify any potential issues. - Ensure all employees receive comprehensive training on the correct usage and handling of equipment, as well as the identification of potential hazards. - Establish a clear maintenance schedule for equipment checks and servicing, with clear documentation to track completion and outcomes. - Utilise lockout-tagout (LOTO) or other appropriate securing methods to safeguard against accidental equipment activation while not in use. - Provide suitable and well-maintained personal protective equipment (PPE), such as gloves, helmets, and steel-toed boots, ensuring employees are equipped with relevant protection against falling objects and equipment malfunctions. - Implement a system for monitoring and managing the weight and distribution of loads to minimise the risk of equipment failure. - Keep the work environment clean and free from potential trip hazards that could lead to falls or equipment damage. - Encourage open communication and teamwork, allowing employees to report concerns or issues with equipment promptly and without fear of repercussions. - Clearly mark or label equipment load capacities, weight limits, and other relevant safety information to prevent overloading and promote safe operation. - Adhere strictly to manufacturer guidelines and recommendations regarding the use, transport, and storage of equipment, ensuring compatibility with Australian Standards. 	1L	

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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"> - Install safety devices and features on equipment, such as guards and emergency stop buttons, to provide a higher level of protection during use. - In the event of equipment malfunction, review and revise risk assessments and Safe Work Method Statements (SWMS) to prevent future occurrences, in line with Australian workplace health and safety standards. - Encourage the use of manual lifting aids and mechanical assistance tools where applicable, reducing the reliance on purely manual lifting and minimising exposure to potential hazards. 		
14. Monitor progress	Fatigue, complacency	3H	<ul style="list-style-type: none"> - Implement regular breaks: Schedule sufficient rest periods throughout the shift to reduce the risk of fatigue and complacency. - Provide ergonomic aids: Supply workers with tools or equipment to assist in manual handling, reducing physical strain and promoting rest. - Training and education: Ensure all employees are well-informed and educated on proper manual handling techniques and safety procedures, as well as the dangers of complacency and fatigue. - Rotate job tasks: Regularly rotate employees' tasks to introduce variety into their roles, minimising the risk of boredom and complacency setting in over time. - Encourage open communication: Foster an open environment where workers feel comfortable discussing any concerns related to their workload or fatigue levels, allowing management to address potential risks proactively. - Set realistic expectations: Define clear, achievable performance goals that take into account the physical demands of manual handling work, preventing excessive workloads and their resulting stresses. - Promote health and well-being: Emphasise the importance of a healthy lifestyle, including a balanced diet and regular exercise, to enhance worker resilience and decrease susceptibility to fatigue and complacency. - Supervise progress: Assign supervisors to closely observe work practices, ensuring compliance with established safety guidelines and identifying early signs of fatigue or complacency. - Conduct regular safety briefings: Hold frequent discussions highlighting the importance of vigilance and adherence to safe work practices, reinforcing awareness of potential hazards. - Establish a buddy system: Pair employees up to watch over each other's work, offering support when needed and providing an extra layer of oversight against the development of complacency and fatigue. - Keep track of working hours: Monitor the duration of employee shifts, ensuring adequate staffing levels to avoid excessive overtime while managing the risk of fatigue-induced accidents. 	2M	

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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"> - Continuously review and adjust plans: Periodically evaluate the effectiveness of control measures and make necessary adjustments to maintain optimal workplace health and safety conditions. 		
15. Document completion	Inaccurate records, miscommunication	2M	<ul style="list-style-type: none"> - Implement thorough document review procedures to ensure all records accurately reflect the tasks, risks, and controls associated with manual handling activities. - Develop clear and concise communication protocols for all team members to follow, ensuring that any updates or changes in safe work methods are effectively disseminated across the workplace. - Regularly update training programmes on proper documentation procedures to maintain a high standard of record keeping and adherence to Workplace Health and Safety (WHS) guidelines. - Establish a designated person or team responsible for overseeing the completion and accuracy of all SWMS and WHS documentation. - Provide staff with access to relevant WHS resources, such as Safe Work Australia's Codes of Practice, to ensure a comprehensive understanding of work health and safety requirements. - Convert critical documents into digital formats to minimise the risk of inaccuracies or miscommunication due to illegible handwriting, while also enabling easy tracking and updating of information. - Utilise project management software or online collaboration tools to streamline document completion and enhance overall communication between team members. - Conduct regular audits to identify any discrepancies in manual handling records, and promptly address any issues discovered during these assessments. - Encourage open lines of communication between workers and supervisors, providing an environment where concerns or queries regarding manual handling tasks can be brought forward without fear of retribution. - Clearly outline the consequences of inaccurate documentation, instilling in workers the importance of accurate records in maintaining a safe workplace and the potential repercussions that may stem from negligence. - Foster a culture of continuous improvement by encouraging workers to suggest revisions or enhancements to existing SWMS documents, facilitating ongoing refinement of manual handling procedures. - Schedule regular team meetings to discuss the status of SWMS documents, any imminent updates or adjustments, and further opportunities for improvement — fostering cohesion and a shared understanding of the importance of accurate and comprehensive documentation. 	1L	
16. Housekeeping	Slips, trips, and falls	3H	<ul style="list-style-type: none"> - Regular inspection and maintenance of walkways, ensuring any debris, spills or obstacles are promptly removed or attended to. 	1L	

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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"> - Provide appropriate storage areas for tools, equipment, and materials to minimise clutter and reduce trip hazards. - Establish designated pathways with clear signage, directing employees and visitors to follow specified routes. - Ensure adequate lighting in walkways and storage areas to improve visibility, particularly during early morning and late evening hours. - Issue slip-resistant footwear as part of personal protective equipment (PPE) for staff engaged in tasks where slipping may be a risk. - Implement a spill management procedure, requiring employees to clean up spills immediately and placing signs to indicate a wet area if applicable. - Encourage employees to report any potential hazards they identify, such as damaged floor surfaces, loose cords, or poor housekeeping practices. - Incorporate regular Housekeeping and tidiness responsibilities into staff's daily routines and job descriptions. - Install non-slip flooring or mats in areas where slippery surfaces may be an issue, such as near sinks or entranceways. - Conduct ongoing training on proper manual handling techniques to minimise the risks associated with lifting, carrying, and moving heavy objects. - Clearly mark and signpost any uneven floors, steps, or slopes within the worksite to alert workers and visitors to potential tripping hazards. - Undertake periodic safety audits of the workplace to assess housekeeping practices and identify any improvements needed to align with industry best practice and relevant legislation. 		
17. Check surroundings	Unstable ground, overexertion	3H	<ul style="list-style-type: none"> - Conduct a thorough risk assessment before starting the work to identify any potential hazards related to unstable ground and overexertion in manual handling tasks. - Provide adequate training and educate workers on safe manual handling techniques, including proper lifting methods and using mechanical aids where necessary. - Establish clear communication channels between team members, particularly when moving loads together or in confined spaces, to ensure everyone is aware of the task requirements and potential hazards. - Implement a buddy system for heavy or awkward loads, ensuring that no individual is responsible for lifting an excessive amount of weight without assistance. - Ensure sufficient rest breaks are provided to allow workers to recover from any muscle strain and reduce the risk of overexertion injuries. 	2M	

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			<ul style="list-style-type: none"> - Utilise appropriate Personal Protective Equipment (PPE) such as gloves, safety footwear, and back support belts, to minimise the risk of injury during manual handling tasks. - Keep the worksite clean and free of clutter, ensuring ample space for workers to manoeuvre safely while handling materials. - Routinely inspect and maintain mechanical aids and equipment used for manual handling tasks, ensuring they are in good working condition and fit for purpose. - Implement safe work procedures for manually handling materials on unstable ground, such as securing loose gravel or creating pathways using stable material. - Encourage workers to report any areas of unstable ground or other potential hazards immediately, so corrective action can be taken to ensure ongoing safety. - Establish clear exclusion zones around areas with identified unstable ground or high-risk activities, and use warning signs to alert workers of the potential dangers. - Regularly monitor and review manual handling practices and procedures to ensure their effectiveness in addressing potential hazards and reducing risks associated with the work step. - Encourage workers to participate in regular stretching and warm-up exercises before beginning manual handling tasks, to help avoid muscle strain and overexertion. - Implement regular toolbox talks and refresher training sessions to keep workers informed of their responsibilities concerning manual handling, and up-to-date on best practices and safe techniques. 		
18. Dispose waste	Exposure to hazardous substances, injuries	4A	<ul style="list-style-type: none"> - Proper waste segregation: Ensure that all hazardous and non-hazardous waste materials are sorted and disposed of in their appropriate bins. This will prevent cross-contamination and reduce exposure risks. - Use of personal protective equipment (PPE): Workers should wear suitable PPE, such as gloves, safety glasses, and masks, to protect themselves from exposure to hazardous substances during waste disposal. - Adequate training: Ensure that all workers involved in waste disposal have undergone proper manual handling and hazardous materials training in order to handle waste safely and responsibly. - Clear signage: Display clear and visible signs near waste disposal areas to remind workers of potential hazards and safe waste handling procedures. - Safe lifting techniques: Train workers to use correct lifting techniques when handling loaded waste bins or bags. This will help minimise the risk of injury from improper lifting methods. - Ergonomic equipment: Provide ergonomic equipment, such as trolleys or wheeled bins, to facilitate easy transport of heavy waste items, reducing the risk of strain injuries. 	2M	

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			<ul style="list-style-type: none"> - Regular maintenance of waste receptacles: Ensure that waste bins and containers are regularly cleaned to prevent build-up of hazardous substances on their surfaces. - Leak-proof containers: Use leak-proof containers to store and dispose of hazardous substances, preventing any accidental spills or release of harmful materials. - Chemical hazard assessment: Conduct a thorough assessment of all chemicals or hazardous substances present at the workplace, and establish an effective waste management plan for their safe disposal. - Ventilation: Maintain good ventilation in waste disposal areas to disperse dangerous fumes and vapours, reducing inhalation risks. - Emergency response plan: Have a well-planned emergency response procedure in place for the event of accidental spills or exposures during waste disposal. Make sure all workers are familiar with this plan. - Continuous improvement: Routinely review and update waste disposal procedures, incorporating industry best practices and addressing identified safety concerns to prevent incidents and injuries. 		
19. Report incidents	Untreated injuries, repetition of hazards	3H	<ul style="list-style-type: none"> - Proper incident reporting protocols: Ensure that all workers are aware of and follow the correct procedures for reporting incidents, including near misses, in a timely manner. - First aid availability: Make sure there is an adequately stocked first aid kit on site, which complies with Australian standards, and it's easily accessible by all employees. - Designated first aid officers: Assign trained personnel as designated first aid officers to promptly administer initial treatment and manage any work-related injuries. - Regular audits and inspections: Conduct periodic assessments of the worksite and equipment to identify potential hazards and monitor their control measures' effectiveness. - Encourage early reporting: Foster a supportive environment where workers feel comfortable reporting incidents without fear of retribution, allowing for early intervention and prevention of further incidents. - Incident investigation: Thoroughly investigate all reported incidents, determine underlying causes, and implement appropriate corrective actions to reduce the likelihood of recurrence. - Training and education: Provide ongoing training and education to workers on safe manual handling techniques, relevant risk factors, and the importance of incident reporting. 	1L	

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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 effective communication: Establish clear lines of communication for both management and workers regarding any health and safety matters arising from tasks requiring manual handling. - Continuous improvement: Apply lessons learned from past incidents to continuously improve the workplace's health and safety systems and processes. - Injury response procedures: Develop standard operating procedures for responding to injuries, such as course of action, documentation, and follow-up. - Review and update risk assessments: Periodically review and revise risk assessments based on findings from incident investigations to better identify and address potential hazards. - Monitor workers' well-being: Implement regular worker consultations to check for signs of fatigue, strain, or discomfort, making adjustments to workloads or schedules if necessary. - Ergonomic assessments: Investigate potential ergonomic solutions and establish guidelines for implementing suitable aids, tools, and equipment to lessen the impact of manual handling tasks. 		
20. Review procedures	Inefficient practices, overlooked hazards	2M	<ul style="list-style-type: none"> - Regularly review and update training materials to ensure staff are aware of efficient practices in manual handling and hazard management. - Conduct toolbox talks to discuss specific manual handling tasks and techniques, as well as identifying any potential hazards. - Encourage open communication between employees and supervisors regarding repetitive or complex manual handling tasks. This includes opportunities to suggest more efficient work processes. - Develop a clear reporting system for hazards, which allows for prompt attention and subsequent investigation. - Implement regular risk assessments to identify overlooked hazards and reflect on current practices. Involve workers with firsthand experience in the manual handling activities during assessments to gather diverse perspectives. - Establish a workplace health and safety committee comprising representatives from various teams, aiming to identify and resolve inefficiencies and hazards collectively. - Organise refresher courses or ongoing learning opportunities to train employees on industry best practices for manual handling techniques and hazard identification. - Utilise visual aids such as posters, signage, and labels to offer clear guidance on safe manual handling methods and remind workers of potential hazards. - Monitor workloads to ensure employees have ample time for breaks, reducing fatigue and the potential for mistakes leading to overlooked hazards. 	1L	

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			<ul style="list-style-type: none"> - Ensure all equipment used in manual handling procedures is regularly inspected and well-maintained to minimise risks associated with faulty equipment. - Foster a safety-conscious workplace culture that empowers employees to take responsibility for their own safety and the safety of their colleagues. - Review organisation record-keeping practices with regard to manual handling incidents and near misses. Analyse data to identify trends and areas needing improvement. - Engage external experts or consultants to conduct periodic audits of manual handling procedures, offering an unbiased perspective on inefficiencies and potential hazards within the workplace. 		

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	□ 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.	<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	