

Mobile Plant | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Mobile Plant

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

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

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

Full Name:		
Signature:	Title:	Date:
Details of the person(s) responsible for ensuring implementation, monitoring and compliance of the SWMS as well as reviews and modifications of the SWMS.		
Full Name:	Title:	Phone:

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

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

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CLIENT OR PRINCIPAL CONTRACTOR DETAILS

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

ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT

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

ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY

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

RISK MATRIX											
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HEIRARCHY OF CONTROLS			
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE						
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED				
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.				
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.				
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.				
<p>Notes on Hierarchy of Controls: Elimination methods are the most effective and preferred when controlling a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the third most effective, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment) is the least effective method.</p>											
PERSONAL PROTECTIVE EQUIPMENT (PPE)											
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING PROTECTION	EYE PROTECTION	RESPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable).											
<p>Note: A SWMS must be reviewed regularly to make sure it remains effective. A SWMS must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.</p> <p>When a SWMS has been revised, the person conducting a business or undertaking must ensure all:</p> <ol style="list-style-type: none"> persons involved in the work are advised that a revision has been made and how they can access the revised SWMS; persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS; and, workers that will be involved in the work are provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS. 											

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Trip hazards, Inadequate lighting	2M	<ul style="list-style-type: none"> - Identify and mark all potential trip hazards present in the work area before commencing any activity involving Mobile Plant. - Keep the work area clean and free from debris and extraneous materials by implementing a regular cleaning schedule, especially in walkways. - Install prominent hazard signage to draw attention to identified trip risks, such as cords, hoses, or uneven surfaces. - Assess lighting conditions in the area and ensure that adequate illumination is provided for workers to safely carry out their tasks. - Use portable and adjustable task lighting where necessary to improve visibility. - Provide appropriate Personal Protective Equipment (PPE), such as slip-resistant footwear, to minimise the risk of slips and trips. - Encourage clear communication between team members to alert others of potential hazards and to coordinate movements in congested areas. - Implement a structured training programme to instruct workers on how to safely navigate the work area while operating Mobile Plant. - Establish designated walking routes within the working area to minimise the potential for collisions between Mobile Plant and pedestrians. - Develop an emergency plan and conduct regular drills so that all team members are familiar with the proper response procedures in case of accidents or incidents. - Conduct pre-operational checks on all Mobile Plant equipment ensuring they are in good condition, with particular attention paid to tires, brakes, and visibility factors. - Strictly adhere to designated weight limits and loading capacities for each Mobile Plant machine, taking into account any additional loads placed upon them by environmental factors, such as wet or uneven surfaces. - Ensure a competent person is responsible for overseeing the operation of Mobile Plant machinery, providing guidance to operators where needed to maintain a safe workplace. - Regularly review and update the Safe Work Method Statements (SWMS) related to Mobile Plant operations to account for any changes in worksite conditions, personnel, or equipment use. 	1L	
2. Site Inspection	Uneven terrain, Exposed electrical cables	3H	<ul style="list-style-type: none"> - Conduct thorough site inspections before operating mobile plants to identify and assess potential hazards such as uneven terrains, exposed electrical cables, and other obstacles. - Establish designated pathways for mobile plant equipment movement, avoiding uneven terrain and areas with exposed electrical cables. - Implement a clear communication plan among all workers to report identified hazards during site inspections, ensuring immediate corrective actions are taken. 	2M	

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			<ul style="list-style-type: none"> - Provide adequate safety barriers or covers for exposed electrical cables to prevent direct contact with mobile plant machinery and personnel. - Utilise proper signage indicating uneven terrain or electrical hazards in designated work areas to alert the workers and mobile plant operators. - Require all mobile plant operators to undergo regular workplace health and safety training, focusing on risk assessment, safe operation, and hazard identification. - Develop a Site Specific Safety Plan (SSSP) detailing the possible hazards that may be encountered during the project and outlining contingency plans. - Ensure preventative maintenance schedules for mobile plant machinery and equipment are followed to minimise potential risks associated with mechanical failure. - Ensure appropriate personal protective equipment (PPE) is worn by all workers, including high visibility clothing, safety boots with slip-resistant soles, and appropriate gloves for handling electrical components. - Establish an emergency response plan, including how to isolate power supplies in case of a serious electrical hazard, and clearly communicate this plan to all workers and relevant stakeholders. - Engage qualified and experienced ground control personnel to level out uneven surfaces and mitigate the risk of mobile plant tipping over or unstable operation. - Consider utilising advanced technology solutions such as proximity detection, cameras, or GPS tracking on mobile plant equipment to enhance overall situational awareness and help operators navigate potential hazards more effectively. 		
3. Load Mobilization	Falling loads, Unsecured load shifting	4A	<ul style="list-style-type: none"> - Conduct a thorough pre-start inspection of the mobile plant, ensuring all safety mechanisms and systems are functioning correctly before the commencement of loading. - Ensure that operators of mobile plants possess valid licenses, have been trained in safe machinery handling procedures, and are familiar with site-specific requirements. - Designate a clear loading area with proper signage and barrier systems in place to prevent unauthorised personnel from entering the zone during loading operations. - Implement a robust communication system between the mobile plant operator and other crew members involved in the loading process, including the usage of hand signals, two-way radios, and designated spotters as required. - Clearly mark load weight limits on each piece of equipment and establish protocols to ensure loads do not exceed these limitations. - Provide adequate personal protective equipment (PPE) for all individuals involved in the loading process, including but not limited to hard hats, steel-toed boots, high-visibility vests, and gloves. 	3H	

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			<ul style="list-style-type: none"> - Develop and enforce proper procedures for securing loads onto the mobile plant, such as employing appropriate lashings, chains, or other securing devices, as well as verifying that the load is stable and secure prior to transport. - Regularly monitor weather conditions and halt loading procedures if adverse conditions, such as high winds or heavy rain, pose a risk to the stability of the load or create unsafe working conditions on-site. - Train workers to assess and adjust the stability of the load during transport as necessary, being prepared to stop the mobile plant if there are signs of shifting or instability. - Establish a documented emergency response plan to guide employees' actions in the case of an incident involving falling or shifted loads, including relevant first aid procedures and emergency contact information. - Implement regular inspections, maintenance, and review processes for mobile plant equipment, loading techniques, and personnel competency to ensure continued adherence to best practices related to load mobilization and workplace health and safety. 		
4. Lifting Operations	Failed rigging, Crane collapse	4A	<ul style="list-style-type: none"> - Ensure proper inspection and maintenance of lifting equipment: Regularly inspect all rigging, cranes, and related equipment for wear and damage. Perform necessary repairs or replacements as needed to maintain the integrity and safety of the crane and its components. - Utilise qualified and trained personnel: Only allow workers with appropriate qualifications and experience in lifting operations to operate cranes and perform rigging work. Provide adequate training and refresher courses for personnel involved in lifting activities. - Follow appropriate lifting procedures and practices: Create and maintain standard operating procedures (SOPs) for lifting operations, and ensure that these procedures are followed consistently by all workers on site. This includes adhering to load limits, selecting the right sling for the task, and conducting thorough pre-lift checks. - Implement a site-specific lift plan: Before commencing lifting operations, develop a detailed lift plan that takes into account site conditions, crane capabilities, and the specific loads being lifted. The lift plan should be reviewed and approved by a responsible person with relevant expertise. - Establish clear communication protocols: Ensure consistent and clear communication between all participants in the lifting operation, including the crane operator, signaler, and other ground crew members. Use standardised signals and communication methods to avoid misunderstandings and errors. - Set up exclusion zones around lifting areas: Implement clearly marked exclusion zones around the lifting area to keep uninvolved personnel away from potential hazards. Strictly enforce these no-go areas throughout the duration of the operation. - Conduct thorough risk assessments: Carry out detailed risk assessments of each lifting operation, including identifying potential hazards and determining suitable 	2M	

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			<p>control measures to mitigate risks. Reassess risks periodically or whenever there is a significant change in site conditions or lifting procedures.</p> <ul style="list-style-type: none"> - Properly secure loads before lifting: Ensure all loads are properly secured to prevent accidental release or movement during lifting operations. This may involve using appropriate restraints, padding, or netting, as well as verifying the load is balanced and stable. - Monitor weather conditions: Keep an eye on weather conditions and adjust lifting operations accordingly if there is a risk of high winds or other hazardous weather. Delay or postpone lifting activities if necessary to maintain safety. - Plan for emergency response and recovery: Develop an emergency response plan in case of lifting accidents or incidents. Train all staff on the appropriate response procedures and ensure necessary equipment and resources are available to support emergency response efforts. - Continuously review and improve lifting operations: Regularly review lifting operations, incident reports, and near-miss records to identify areas for improvement. Implement changes and updates to lifting procedures, training programs, and equipment maintenance as needed to enhance overall safety and efficiency. 		
5. Transportation	Vehicle accidents, Spillage of materials	3H	<ul style="list-style-type: none"> - Pre-start vehicle checks: Ensure that all mobile plant vehicles are thoroughly inspected before commencing transportation tasks, including checking for proper functioning of brakes, steering, lights, tires, and other safety equipment to minimise the risk of accidents. - Establish traffic management plans: Design and implement a traffic management plan to manage the flow of vehicles, personnel, and mobile plants efficiently at the worksite, reducing the likelihood of collisions or interference between vehicles. - Driver competency assessment and training: Ensure all drivers operating mobile plant vehicles at the worksite have received appropriate training and credentials, including holding relevant licenses, and have demonstrated competency in the safe operation of the specific vehicle they will be using. - Vehicle maintenance schedule: Implement a regular maintenance schedule for all mobile plant vehicles to ensure they remain in safe working order, including addressing any identified issues or faults immediately. - Load security: Ensure that all materials being transported are secured correctly to prevent spillages during transportation, using load restraining devices such as straps, nets, or chains to hold materials firmly in place. - Communication protocol: Establish clear communication protocols between vehicle operators, worksite personnel, and external traffic controllers (if necessary), keeping them informed about potential hazards, road conditions, and changing circumstances. 	1L	

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			<ul style="list-style-type: none"> - Speed limits and caution signs: Enforce appropriate speed limits at the worksite and display visible signages warning drivers of potential hazards, such as blind spots, sharp turns, or varying road surfaces. - Housekeeping and spill clean-up: Establish routine housekeeping practices to reduce the likelihood of material spillage at loading and unloading areas, and implement procedures for quick and efficient clean-up of any spills that occur to minimise disruption. - Incident reporting and investigation: Require all vehicle incidents, near misses, and observed safety breaches to be reported and investigated promptly, with any findings used to inform corrective actions, safety improvements, or additional training required. - Review and continuous improvement: Regularly review your safety management system and risk assessments, using data from incident reports, inspections, audits, and employee feedback, to identify potential areas for improvement and update control measures accordingly. 		
6. Installation	Ergonomic strains, Falls from heights	3H	<ul style="list-style-type: none"> - Regular safety training: Ensure every worker has received the necessary safety training related to mobile plant operations and working at heights, including correct manual handling techniques to prevent ergonomic strains. - Suitable work gear: Provide appropriate personal protective equipment (PPE) such as helmets, gloves, and non-slip shoes for workers to reduce the risk of injuries, ergonomic strains, or slips and trips. - Proper installation tools: Use correct lifting and support tools during the installation process, including hoists, cranes, or forklifts, to help workers avoid overexertion and other ergonomic strains. - Inspection of the workplace: Conduct regular inspections of the worksite before starting an installation work step to ensure hazards are identified and minimised appropriately. - Safe working platforms: Establish safe working platforms with suitable edge protection, like guardrails, whenever work takes place at height to reduce the risk of falls and potential injuries. - Fall arrest systems: Implement fall arrest systems, including safety harnesses and anchorage points, when installing mobile plants at heights to minimise the likelihood of a fall. - Workload management: Organise tasks and schedules in a way that reduces repetitive and prolonged physical effort by rotating employees between different duties throughout the day to better manage workload and prevent ergonomic strains. - Clear communication: Encourage open channels of communication to promptly report any issues or concerns related to the process, allowing for quick identification and resolution of potential hazards. 	1L	

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			<ul style="list-style-type: none"> - Restrict access: Limit access to the installation area only to authorised personnel trained in mobile plant operations and working at heights to prevent accidental injuries. - Emergency response plan: Develop a comprehensive emergency response plan to ensure proper action is taken in case of accidents or emergencies involving workers during the mobile plant installation process. - Periodic review and update: Regularly review and update the Safe Work Method Statement (SWMS) for mobile plant installations to ensure all possible control measures are considered and executed, contributing to the ongoing safety of workers. 		
7. Excavation	Struck-by incidents, Cave-ins	4A	<ul style="list-style-type: none"> - Regular safety inspections: Conduct frequent safety inspections of the excavation site, including the surrounding soil and weather conditions, to identify any potential hazards. - Secure site access: Limit the accessibility of the excavation area through fencing, barriers, or safety signage to prevent unauthorised entry and reduce the risk of struck-by incidents. - Adopt a buddy system: Implement a buddy system where workers supervise one another during excavation activities, enabling immediate assistance in case of an emergency. - Use appropriate personal protective equipment (PPE): Ensure that all workers wear high visibility clothing, hard hats, and other necessary PPE to minimise the risk of injury from struck-by incidents or cave-ins. - Slope or bench excavation walls: Design excavation walls with slopes or benches to increase stability and decrease the risk of cave-ins. - Implement shoring systems: Utilise appropriate shoring techniques such as hydraulic shoring or trench boxes to provide additional support and stability for the excavation walls. - Maintain clear communication channels: Ensure that all workers maintain effective communication throughout the project by using radios or hand signals, especially when operating mobile plants. - Properly train and certify equipment operators: Ensure that all mobile plant operators have the required training and certification to efficiently and safely operate heavy machinery. - Set exclusion zones around excavation sites: Establish clearly marked exclusion zones around the excavation area to keep non-essential personnel at a safe distance from potential hazards. - Schedule regular breaks and rest periods: Plan for appropriate rest breaks to prevent worker fatigue, which can lead to a higher risk of accidents and injuries. 	3H	

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			<ul style="list-style-type: none"> - Develop an emergency response plan: Create a well-defined emergency response plan that outlines the steps to take in case of an accident or incident, such as cave-ins or struck-by incidents. - Continuously monitor and review control measures: Regularly assess the effectiveness of implemented control measures, updating or modifying them as necessary to maintain a safe work environment. 		
8. Ground Stabilization	Loose soil, Collapse of retaining structures	3H	<ul style="list-style-type: none"> - Conduct a thorough site assessment before commencing work, identifying any areas where loose soil or weak retaining structures may be present. - Create exclusion zones around identified areas and clearly mark these with safety barriers and signage to ensure personnel avoid working in these potentially hazardous locations. - Establish ground stabilization methods, such as using geotextiles or compacting the soil to prevent shifting and settling of the soil, especially in areas where mobile plant equipment will be operating. - Utilise proper retaining wall designs, ensuring they are well-engineered and structured according to relevant industry standards and guidelines to withstand the forces exerted by the mobile plant. - Regularly inspect and maintain existing retaining walls and support structures, addressing any signs of wear or damage immediately to prevent unexpected collapses. - Train employees on how to recognise potential hazards associated with loose soil and unstable retaining walls so they can report these issues promptly for action. - Implement appropriate traffic management plans for mobile plant operation, taking into account the potential risk of ground instability and access restrictions. - Use trench boxes or shoring for any excavation activities, retaining the surrounding soil to prevent cave-ins or collapses. - Ensure loads carried by mobile plant equipment are within the machine's safe lifting capacity, avoiding overloading that could trigger ground instability or retaining wall failure. - When possible, plan the work process so that plant equipment operates on level ground, reducing the likelihood of ground disturbance or uneven pressure on retaining structures. - Monitor weather conditions and be prepared to halt operations if heavy rainfalls, which can make soil unstable, are expected. - Establish regular communication between site workers and mobile plant operators to coordinate activities and provide information on any changes in ground conditions or potential hazards. 	2M	

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			<ul style="list-style-type: none"> - Encourage open communication among team members, giving them the freedom to voice concerns about work site safety, which will foster a collaborative approach to maintaining a secure environment. - Regularly review and update SWMS to ensure continued effectiveness in managing the risks associated with loose soil and retaining wall collapses, considering any newly-identified hazards or incidents that have occurred during work operations. 		
9. PPE Inspection	Damaged equipment, Insufficient/inappropriate PPE	2M	<ul style="list-style-type: none"> - Conduct regular visual inspections of all PPE equipment for wear and tear or any visible damage, including cracks, dents, or signs of stress. - Train employees on proper usage, storage, and maintenance of PPE to ensure that it remains in good condition and provides adequate protection. - Implement a preventative maintenance programme for all PPE, such as regularly scheduled cleanings, inspections, and servicing. - Designate an individual responsible for ensuring PPE inventory is stocked and readily available, including items with different sizes and options for those with specific needs. - Ensure all employees are provided with appropriate PPE based on risk assessments and the nature of their work tasks, and update these risk assessments often, considering any changes in job duties. - Establish clear guidelines for the replacement and disposal of damaged or worn-out PPE, and communicate these to all employees. - Monitor and enforce the proper use of PPE among employees through regular checks, incident reviews, and disciplinary actions as needed. - Encourage open communication between employees and supervisors regarding concerns or suggestions surrounding PPE, ensuring solutions are adequately addressed. - Routinely review and update the organisation's PPE requirements and procedures, taking into account new industry standards, advancements in technology, and employee feedback. - Document all inspections, maintenance, and replacements of PPE to create a historical record that can be used to inform future decision-making and keep track of recurring issues. - Periodically conduct safety trainings with employees to cover topics relating to PPE usage, including how to recognise when PPE might not be providing adequate protection. - Where possible, incorporate engineering controls to reduce the need for PPE by minimising exposure to hazards, thereby lowering the risk of injuries resulting from damaged or insufficient equipment. 	1L	

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10. Mobile Plant Operation	Collision with obstacles, Equipment malfunction	3H	<ul style="list-style-type: none"> - Ensure all mobile plant operators have valid and up-to-date licenses, certifications, or specialised training required for their specific equipment. - Implement routine inspection, maintenance and repair schedules for all mobile plant equipment, as per manufacturer guidelines, to minimise the risk of equipment malfunctions. - Establish clear communication protocols between mobile plant operators and other personnel on site, including visual and auditory signals such as hand gestures, warning sirens and horns. - Implement a traffic management plan for the worksite, clearly defining access routes, exclusion zones, speed limits, and areas designated for mobile plant operation. - Equip all mobile plant machinery with appropriate safety devices, such as proximity sensors, rear-view cameras, and audible proximity alarms, to reduce the risk of collision. - Provide high-visibility vests or clothing for workers in the vicinity of mobile plant operations, ensuring they are easily seen by equipment operators. - Develop and enforce strict rules regarding the use of mobile devices, headphones, or any distractions that could impair the operator's awareness of their surroundings. - Guard against human error by requiring operators to perform pre-start checks, verifying the proper function of all control mechanisms, brakes, lights, steering, and other critical components before operation. - Establish an emergency stop procedure, allowing for rapid shut-down of mobile plant operations should a hazard arise or an incident occur. - Maintain accurate logbooks for all mobile plant machinery, detailing the dates of inspections, reported issues and actions taken to rectify concerns. - Provide regular refresher training for mobile plant operators on key safety practices, hazard identification, and response procedures. - Encourage the reporting of near-miss incidents and implement a no-blame culture so that operators feel comfortable sharing concerns or potential hazards without fear of retribution. - Ensure appropriate lighting and visibility is maintained on the worksite, especially during night operations and inclement weather conditions, to assist with hazard identification and navigation. 	1L	
11. Fuel Storage & Handling	Fire hazard, Environmental pollution	3H	<ul style="list-style-type: none"> - Properly store fuel in designated areas with appropriate signage, away from ignition sources and flammable materials. - Ensure that fuel storage tanks are installed and maintained as per manufacturer guidelines and regulatory requirements. 	1L	

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			<ul style="list-style-type: none"> - Regularly inspect fuel storage areas for leaks, spills, or damage to containment and clean up any spills immediately using appropriate spill kits. - Provide adequate ventilation in fuel storage areas to prevent buildup of flammable vapors. - Train staff in the proper handling, transport, and disposal of fuels according to relevant regulations and industry best practices. - Use clearly marked, approved, and well-maintained equipment, such as fuel containers and transfer pumps, to prevent fuel spills and contamination. - Establish and communicate an emergency response plan to all personnel for incidents involving fuel fires, leaks, or spills. - Implement a fire prevention and protection plan that includes suitable fire extinguishers and fire-suppression systems near fuel storage areas. - Install secondary containment systems for fuel storage tanks to prevent environmental pollution in case of a leak or spill. - Conduct regular audits of fuel storage and handling practices to ensure compliance with applicable regulations and company policies. - Promote a safety-first culture by encouraging employees to report potential hazards and adhering to safe work practices and procedures. - Develop a proactive maintenance schedule for mobile plant fuel systems to reduce the risk of fuel leaks and other failures that could result in fire or pollution. <p>By implementing these control measures, your workplace will be better prepared to prevent incidents related to fuel storage and handling while managing potential hazards effectively.</p>		
12. Communication	Miscommunication, Unclear signage or warning signals	2M	<ul style="list-style-type: none"> - Develop and implement comprehensive standard operating procedures (SOPs) for mobile plant operations to ensure all relevant information and instructions are clearly defined and accessible. - Utilise clear, concise language and terminology throughout all communication mediums within the site, including verbal exchanges, written memos, and signage, to reduce miscommunication risks. - Establish protocol for verifying and clarifying information to reduce uncertainties and misunderstandings between workers and supervisors during mobile plant operations. - Maintain regular communication with stakeholders, including team meetings, updates, and briefings that emphasise the importance of clear and accurate information exchange. - Equip mobile plants with effective communication systems such as two-way radios or intercoms to enable real-time and clear communication between operators and ground staff. 	1L	

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			<ul style="list-style-type: none"> - Install high-visibility signs, labels, and warning signals in strategic locations throughout the worksite which are informative and easy-to-understand. - Implement a traffic management plan to regulate the movement of mobile plants in coordination with other activities on site, complete with designated routes, exclusion zones, and clear signaling systems. - Provide regular training and workshops for employees to improve their communication skills, especially in context-specific situations related to mobile plant operations. - Designate key personnel with defined roles and responsibilities to monitor and manage communications and make decisions in case of emergencies or potential hazards. - Conduct regular audits and inspections to evaluate the effectiveness of communication measures in place, and identify areas requiring improvement or rectification. - Utilise effective project management tools for better overview and traceability of work processes, responsibilities, and communication lines among team members. - Encourage a culture of open and honest communication within the workplace where all team members feel comfortable and secure enough to voice their concerns, report potential hazards or suggest improvements in communication protocols. 		
13. Work Zone Control	Inadequate barriers, Vehicle incursion to work area	3H	<ul style="list-style-type: none"> - Establish and maintain a well-defined work zone, using appropriate barricades, signage, and other barriers to prevent unauthorised access. - Implement a traffic control plan designed specifically for the work site, which outlines the flow of all vehicles, equipment, and pedestrians within the area. - Install highly visible, durable and compliant barriers around the work zone to create a physical separation between the work area and vehicular traffic. - Clearly mark pedestrian walkways and designate them as no-vehicle zones, ensuring they are separated from the mobile plant and vehicle travel paths. - Provide adequate training and instruction to all personnel, including any site-specific hazards and applicable safe work procedures, relating to work zone controls and the operation of mobile plant in those environments. - Assign a certified spotter or dedicated observer to monitor the work zone and actively communicate any potential hazards or breaches in safety protocols to the operating team. - Set and enforce strict speed limits for all vehicles and mobile plants operating within the work zone, adjusting limits according to weather, visibility, and surface conditions as necessary. 	2M	

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			<ul style="list-style-type: none"> - Conduct regular inspections and maintenance checks on all barriers, signs, and traffic control devices to ensure their effectiveness and compliance with relevant WHS regulations. - Implement a system for preplanning and authorization for any changes to the work zone, including a hierarchy of approval from supervisors and management, that ensures all necessary risk assessments and mitigation strategies are implemented before any adjustments are made. - Implement measures to restrict unauthorised access to the work zone, including security personnel if required, while providing clear and concise instructions for authorised individuals entering and exiting the area. - Ensure all site personnel, including subcontractors and visitors, undergo site-specific induction training that highlights the importance of adhering to work zone controls and emphasizes the potential dangers posed by mobile plants and other vehicles. - Regularly review and update the SWMS, making sure to communicate any changes to all relevant stakeholders and site personnel, to ensure the continuous improvement of work zone safety. - In cases where vehicle incursion is considered likely or poses a significant risk, consider implementing additional measures such as installing temporary rumble strips or other physical deterrents to alert drivers before entering the designated work zone control area. 		
14. Material Handling	Manual handling injuries, Accidental drop/spill of materials	3H	<ul style="list-style-type: none"> - Provide adequate training for workers involved in material handling tasks to ensure they understand proper lifting techniques and the potential hazards associated with their work. - Ensure that all workers are wearing appropriate personal protective equipment (PPE), such as gloves, safety boots, and high-visibility clothing, to minimise the risk of injury during material handling tasks. - Implement regular safety inspections and audits of the mobile plant and working environment to identify potential hazards or areas for improvement related to material handling. - Use mechanical aids, such as trolleys, hoists, and forklifts, to assist with heavy lifting and transportation of materials whenever possible, to reduce the need for manual handling. - Establish clear communication protocols amongst team members, particularly when coordinating complex or hazardous lifting tasks, to ensure that everyone is aware of their roles and responsibilities and can work together effectively. - Implement a robust "spotter" system for lifting operations, to help guide the operator and maintain a safe distance between the mobile plant and other workers or obstacles. 	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"> - Store materials in designated zones to prevent accidental spills or drops onto workers and passersby. - Establish an effective housekeeping routine to keep work sites clutter-free, reducing risks of trips, slips, or falls due to materials being left on the ground. - Set up physical barriers, such as safety cones or tape, around the work area to restrict access and protect other workers from potential hazards associated with material handling activities. - Encourage workers to request assistance if they feel that a material handling task might be too difficult or unsafe to carry out alone. - Develop and implement a clear reporting procedure for any incidents or near-misses related to material handling so that lessons can be learned and steps can be taken to prevent similar occurrences in the future. - Regularly review and update the Safe Work Method Statements (SWMS) to address changes in equipment, procedures, or safety standards related to material handling. - Ensure that workers have access to appropriate rest and break periods to prevent fatigue, which can contribute to manual handling injuries and accidents. 		
15. Maintenance	Maintenance related incidents, Exposure to hazardous substances	4A	<ul style="list-style-type: none"> - Regular inspections: Conduct routine and periodic inspections of the mobile plant to identify any maintenance-related issues, damage or wear that may pose a risk to the operators or the work environment. - Develop a maintenance schedule: Create a comprehensive maintenance schedule outlining the required tasks, frequencies, and responsible personnel, ensuring all aspects of the mobile plant are properly maintained. - Lockout/tagout procedures: Implement lockout/tagout procedures to ensure the mobile plant is isolated from potential energy sources during maintenance activities, preventing accidental start-up or movement. - Hazardous substances handling: Ensure proper storage, disposal, and usage of hazardous substances involved in the maintenance process, following manufacturer's guidelines for handling and relevant safety data sheets (SDS). - Personal Protective Equipment (PPE): Enforce the use of appropriate PPE by maintenance personnel, including gloves, eye protection, respiratory protection if needed, and protective clothing. - Safe working procedures: Develop and implement clear safe working procedures for each maintenance activity, detailing steps to be followed, hazards involved, and control measures to be applied. - Training and competency: Provide comprehensive training and regular refreshers on maintenance procedures, hazards identification, and control measures to all maintenance personnel. 	3H	

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			<ul style="list-style-type: none"> - Supervision: Ensure that maintenance work is adequately supervised by experienced personnel, with the authority to intervene if unsafe practices are observed. - Emergency response plan: Develop and maintain an emergency response plan outlining procedures to follow in case of a maintenance-related incident, including rescue and first aid procedures. - Housekeeping: Maintain a clean and well-organised workspace before, during, and after maintenance activities to reduce the risk of trips, slips, and falls caused by misplaced tools, equipment or spilled substances. - Ventilation and air quality: Ensure adequate ventilation and air quality where maintenance work is being carried out, especially in confined spaces or when using hazardous substances. - Communication and signage: Maintain clear communication channels between maintenance personnel and plant operators, using appropriate warning signs where necessary to alert employees of ongoing maintenance work. - Incident reporting: Implement a structured incident reporting and investigation system that encourages employees to report any maintenance-related incidents and helps in identifying causes and implementing corrective actions. 		
16. Machine Guarding	Contact with moving parts, Guard failure/absence	3H	<ul style="list-style-type: none"> - Conduct a thorough risk assessment: Before commencing any work with mobile plant machinery, ensure that an extensive risk assessment is conducted to identify all potential hazards associated with machine guarding and moving parts. - Proper installation of guards: Ensure that all necessary guards are securely in place according to the manufacturer's guidelines to protect workers from contact with moving parts during normal operation, maintenance and cleaning. - Regular inspection and maintenance of guards: Perform routine inspections of machine guards to check for damage, wear and proper functionality, and conduct necessary repairs or replacements as required. - Training and instruction for operators: Ensure that all mobile plant operators receive comprehensive training on the importance of machine guards, the correct use of equipment, and the procedures to follow if a guard is missing or damaged. - Avoid operating machinery with missing or ineffective guards: Instruct workers never to operate mobile plant machinery if a guard is found to be missing, inadequate, or not securely in place. - Machine control measures: Install emergency stop features, interlocks, or presence-sensing devices (such as light curtains) to reduce the likelihood of direct contact with moving parts. - Lockout/tagout procedures: Develop and enforce strict lockout/tagout procedures to ensure that mobile plant machinery is effectively de-energised, and moving parts have come to a complete stop before beginning maintenance or repair work. 	1L	

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			<ul style="list-style-type: none"> - Personal protective equipment (PPE): Provide workers with appropriate personal protective equipment, such as gloves, safety glasses, or other relevant gear, to minimize the risk of injury in case of contact with moving parts. - Clear signage and warning labels: Post clear warning signs or labels near mobile plant machinery indicating the hazards and risks associated with moving parts and unguarded components. - Safe work practices: Encourage and enforce safe work practices among employees, such as standing clear of machines when in operation, avoiding loose clothing or jewellery around moving parts, and maintaining a strict focus on the task at hand. - Incident reporting: Establish a prompt incident reporting system, enabling employees to immediately report any guard failure or missing guard issues, allowing for immediate corrective actions to be taken. - Continuous improvement and communication: Regularly review and discuss machine guarding policies, incidents, and near misses within the workplace, fostering an open dialogue and promoting ongoing improvements in work health and safety practices. 		
17. Emergency Response Plan	Inadequate evacuation plan, Delayed response to emergencies	2M	<ul style="list-style-type: none"> - Develop a comprehensive Emergency Response Plan specific to the Mobile Plant that outlines the procedures to be followed in various emergency scenarios (e.g., fires, explosions, accidents, and hazardous material spills). - Review and update the Emergency Response Plan regularly, especially after significant changes in operations or personnel. - Clearly communicate the Emergency Response Plan to all employees, including those operating the Mobile Plant, and ensure they are familiar with relevant procedures. - Conduct periodic training and drills for all employees to practice emergency response procedures and continuously improve their skills in handling emergencies effectively. - Establish an effective alarm system to promptly alert workers about any emergency situations, enabling them to respond quickly and in accordance with established protocols. - Identify and clearly mark all emergency exits and evacuation routes within the work area to ensure quick and safe evacuation during emergencies. - Implement a system of accountability (e.g., through roll calls or sign-in sheets) after evacuating the workplace, confirming that no workers are missing or left behind. - Assign trained personnel as emergency wardens who will take charge during evacuation and ensure others follow the established procedures. 	1L	

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			<ul style="list-style-type: none"> - Provide adequate emergency equipment, such as fire extinguishers, spill containment kits, and first aid supplies, and make sure they are easily accessible and properly maintained. - Designate a secure assembly point at a safe distance from the Mobile Plant where workers can gather after evacuation, allowing for proper headcount and further instructions. - Coordinate with local emergency responders (e.g., fire department, police, or ambulance services) to familiarise them with the site layout and special requirements, ensuring prompt and appropriate response in case of emergencies. - Create an incident reporting mechanism to document and analyse any emergency events, identifying potential areas for improvement and facilitating corrective actions. - Re-evaluate and modify the Mobile Plant risk assessments and Safe Work Method Statements (SWMS) based on insights from emergency incidents or near misses, continuously improving the workplace safety measures. - Encourage a proactive safety culture by encouraging workers to report any potential hazards, unsafe conditions, or malfunctions of equipment, enabling timely corrective actions and prevention of emergencies. 		
18. Noise & Vibration Control	Hearing damage, Hand-Arm Vibration Syndrome (HAVS)	3H	<ul style="list-style-type: none"> - Develop and implement a noise and vibration management plan, including identification of high-risk areas and tasks that may expose workers to excessive noise or vibrations. - Provide regular training and information sessions to staff on the operation of mobile plants and handling of equipment, with a focus on noise and vibration reduction techniques. - Conduct noise assessments and vibration monitoring to identify exposure levels and ensure compliance with workplace limits for noise levels and vibration accelerations. - Utilise low-noise and low-vibration equipment, tools, and machinery where possible, taking into consideration performance, reliability, and maintenance aspects. - Implement job rotation schedules and limit task durations for employees working in high noise and vibration environments to minimise exposure times. - Install noise barriers, enclosures, or floating floors to separate workers from noisy or vibrating equipment, as well as providing adequate space between workers and noise-emitting machinery. - Reduce noise and vibration transmission through proper equipment mounting techniques, such as rubber dampers or anti-vibration mounts, and ensure correct installation of vibration isolators. 	2M	

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			<ul style="list-style-type: none"> - Regularly inspect and maintain all mobile plant equipment, ensuring worn or damaged parts are replaced promptly, as poorly maintained machinery can generate more noise and vibrations. - Provide appropriate Personal Protective Equipment (PPE) for employees, such as earmuffs or earplugs, anti-vibration gloves or padded equipment handles, and ensure fit-testing and training on their correct use and maintenance. - Promote a culture of good communication among team members, using visual cues or hand signals when verbal communication is inhibited by noisy environments, to avoid misunderstanding or miscommunications, which could lead to further hazards or risks. - Encourage regular worker input and feedback regarding noise and vibration impacts or concerns, often incorporating suggestions on how to improve control measures and procedures. - Establish a hearing conservation programme, including audiometric testing of workers exposed regularly to high noise levels, to monitor the effectiveness of controls in noise management and identify any deterioration in employees' hearing. - Regularly review and update the SWMS for Mobile Plant as new tasks, risks, or control measures emerge, including consulting other industry best practices and legal requirements regarding noise and vibration control. 		

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

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

LEGISLATIVE REFERENCES

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

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

SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

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

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

SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

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

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

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

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

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

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

SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

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

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