Office Equipment | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Office Equipment

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

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

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

Full Name:		
Signature:	Title:	Date:

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

Full Name:	Title:	Phone:

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

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

CLIENT OR PRINCIPAL CONTRACTOR DETAILS

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

ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT

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

ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY

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

RISK MATRIX

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	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.	

HEIRARCHY OF CONTROLS

Elimination
Remove the hazard.

Substitution
Replace the hazard.

Isolation
Isolate People from the hazard

Engineering
Isolate the hazard.

Administrative
Change the work.

PPE

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.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING PROTECTION	EYE PROTECTION	RESPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

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

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

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

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

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Trips and falls, Electrical hazards	2M	- Ensure office equipment is properly installed with secure power cords and cabling to prevent trips and falls. - Regularly inspect the office for any loose or damaged cords, and replace them immediately to miniimise electrical hazards. - Place cable covers or cable management systems around exposed wires to reduce the risk of trips and falls. - Maintain a clean work environment to eliminate potential obstacles, such as clutter or debris, that can cause trips and falls. - Clearly label circuit breakers and switches connected to office equipment, reducing the likelihood of accidental electrical mishaps. - Schedule regular safety trainings for employees on the appropriate usage and maintenance of office equipment, including how to handle and report electrical hazards. - Install Ground Fault Circuit Interrupter (GFCI) outlets wherever applicable as an added layer of protection against electrical hazards. - Use only certified and tested electrical products that have been approved by relevant authorities to ensure their safety and reliability. - Implement storage solutions, such as cabinets and shelves, to organise equipment and supplies to miniimise trips and falls. - Encourage workers to report any hazards they encounter promptly so that appropriate action can be taken to resolve the issue. - Designate walking paths in high-traffic areas to separate those moving around from office equipment and electrical accessories, thus minimising trip and fall risks. - In case of spills, clean them up immediately to prevent slips and falls near electrical equipment, reducing the chances of accidents involving electricity.	1L	
2. Equipment inspection	Electrical faults, Poor ergonomics	2M	- Regular maintenance checks: Ensure all office equipment is inspected regularly for any visible electrical faults, such as frayed cords or damaged plugs, and schedule routine maintenance for equipment per the manufacturer's recommendations. - Use of certified electrical equipment: Confirm that office equipment meets applicable safety standards and carry a certification label from recognized testing bodies. - Ergonomic assessments: Conduct regular ergonomic assessments to identify which equipment can be adjusted or replaced to enhance comfort and reduce strain on employees. - Staff training: Provide comprehensive training for employees on proper equipment use, adjustment, and maintenance. This will reduce the risk of accidents related to incorrect usage and poor ergonomics.	1L	

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			- Proper equipment selection: Choose office equipment specifically designed with ergonomics in mind and meet the needs of staff members, considering their size, tasks, and job roles. - Provide adjustable furniture: Use adjustable desks and chairs that accommodate various body types and promote better posture while working, reducing strain. - Positioning of equipment: Place monitors and keyboards correctly in relation to employees' eyes and hands to miniimise strain on their necks, wrists, and backs. - Implement cable management: Organise cables and wiring by using cord organizers and keeping them away from walkways. This reduces the risk of tripping and also prevents damage to the cords. - Reporting system: Encourage employees to report any faulty equipment or issues with ergonomics immediately, so they can be addressed promptly. - Electrical safety measures: Equip offices with appropriate circuit breakers and (where necessary) emergency power cutoffs to prevent electric shocks in case of an electrical fault. - Office layout: Ensure that there is sufficient space for employees to move around without hitting furniture or equipment, reducing the chance of accidents and improving overall ergonomics. - Use of anti-fatigue mats: Employ anti-fatigue mats where staff are required to stand for extended periods, helping alleviate discomfort and reduce the risk of injury.		
3. Equipment setup	Manual handling, Incorrect setup	3H	- Conduct a risk assessment of the office equipment setup process to identify key hazards and risks associated with manual handling and incorrect setup. - Provide appropriate training for staff on how to correctly set up and operate office equipment, including manufacturer's recommendations for installation, use, and maintenance. - Implement ergonomic principles in the workspace design to ensure that office equipment is set up in a manner that minimizes the risk of injury due to repetitive tasks or awkward postures. - Provide proper lifting and handling equipment such as trolleys, carts, or lifting aids to assist in the transportation and setup of heavy or awkwardly shaped office equipment. - Encourage employees to practice safe lifting techniques and ask for assistance when moving or setting up heavy equipment to miniimise the risk of manual handling injuries. - Follow the manufacturer's guidelines for the maximum load capacity of furniture such as shelves, drawers, and cabinets that will be holding office equipment to prevent overloading and possible collapse.	1L	

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			- Set up workstations ergonomically, ensuring that desks, chairs, and computer monitors are adjusted to the correct height, position and angle to prevent strain-related injuries. - Keep walkways, aisles, and access paths clear of obstacles and equipment to prevent tripping hazards during the setup and installation process. - Periodically inspect and maintain office equipment, ensuring that all cords, connections, and settings are properly configured and secure to prevent potential issues related to incorrect setup. - Ensure that all electrical outlets, extension cords, and power strips used in the setup of office equipment are rated appropriately for the devices they are supporting to mitigate electrical hazards. - Use cable management solutions such as cable organizers, clips, or ties to keep cords neatly arranged and free from tangles or trip hazards. - Provide adequate lighting and ventilation in the workplace to ensure visibility and comfort during the office equipment setup process. - Establish a regular review process to monitor and evaluate the effectiveness of the implemented control measures in reducing the hazards associated with manual handling and incorrect setup of office equipment, and make adjustments as necessary.		
4. Equipment testing	Overheating, Noise	2M	- Regular maintenance and inspection: Ensure all office equipment is regularly maintained and inspected for any signs of overheating or excessive noise. - Proper ventilation: Make sure the equipment is placed in a well-ventilated area to reduce the chances of overheating. - Adequate spacing: Provide sufficient space between devices to avoid heat accumulation and improve air circulation. - Use equipment as per manufacturer guidelines: Follow instructions and recommendations in user manuals for safe operation, which will help miniimise the risk of overloading or overheating devices. - Implementing noise reduction measures: Utilise noise-cancelling headphones and sound-absorbing materials in the office environment to miniimise noise-related hazards. - Provision of personal protective equipment (PPE): If necessary, provide employees with suitable PPE such as hearing protection to shield them from excessive noise during equipment testing. - Training and awareness programs: Educate employees on the potential hazards associated with equipment testing and how to report any concerns promptly. - Monitoring noise levels: Use sound level meters to monitor noise levels during equipment testing, ensuring they stay within acceptable limits as stipulated by workplace health and safety regulations.	1L	

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Review Date:

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			- Establishing safe work procedures: Develop and implement clear step-by-step instructions for safely conducting equipment testing, including shutdown procedures for overheating emergencies. - Encourage employees to take breaks: Encourage workers who are exposed to elevated noise levels during equipment testing to take regular breaks away from the source, allowing their ears to recover from the noise exposure. - Review of control measures: Continuously review and update control measures, taking into account changes in technology, new equipment, and feedback from employees to ensure their ongoing effectiveness in mitigating risks related to equipment testing and associated hazards.		
5. Computer wiring	Electric shock, Cluttered cables	2M	- Unplug all electronic devices from the power source before handling any computer wiring to prevent electric shock. - Regularly check for damaged or frayed cables, and replace them immediately when identified to eliminate risks of electric shock. - Install an appropriate electrical grounding system in the workplace to miniimise the risk of electric shocks when dealing with computer wiring. - Ensure that all employees handling computer wiring are trained and experienced in the safe management of electronics and cabling. - Use cable organizers and conduits for efficient cable management, making it easier to identify the source of issues and reducing cluttered cables. - Clearly label all computer wiring to enable easy identification, reducing the time taken to find a specific cable and minimising hazards. - Ensure that all extension leads and power boards have overload protection to reduce the risk of an electric shock due to excess current draw. - Develop a regular maintenance schedule for periodic inspection of computer wiring, ensuring timely replacement and repair of faulty or damaged cables. - Provide appropriate personal protective equipment (PPE) like insulated gloves, non-conductive footwear, and safety goggles to employees working with computer wiring. - Make sure all cables are of adequate length to avoid overstretching them, which can cause potential damage and create hazardous situations. - Maintain a clean and organised work environment by keeping walkways clear of cabling, using cable ties and secure mounting options, such as trunking or cable ducts. - Avoid running multiple high-voltage cables next to each other and use separators or spacers between the cables to help dissipate heat and limit the risk of potential hazards.	1L	

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			- Implement a suitable and updated emergency response plan that outlines the steps to be followed in case of any electrical accidents, ensuring the availability of first aid kits, fire extinguishers, and trained personnel. - Conduct regular safety meetings and training sessions to discuss safe practices for computer wiring, ensuring employees are well-informed and well-versed with the proper procedures for managing, installing, and handling cables.		
6. Seating arrangement	Incorrect posture, Obstructed walkways	2M	- Conduct an ergonomic assessment of workstations to make sure that they are adjusted to fit each employee, promoting a healthy and comfortable posture during work hours. - Provide adjustable chairs with lumbar support to enable employees to maintain the natural curve of their spine while sitting. - Encourage staff members to use footrests when their feet do not comfortably reach the floor to prevent strain on their lower back and legs. - Implement proper chair positioning in relation to desks to ensure employees can maintain a comfortable distance from computer screens, reducing eye strain and slouching. - Regularly evaluate desk height and adjust as needed to allow employees to maintain a neutral wrist position while typing and using a mouse. - Ensure ample space between workstations, allowing for comfortable movement and clear walkways throughout the office area to avoid trip hazards. - Clearly mark designated walkways using signs, colored tape or barriers to remind employees to keep the area free from obstructions like bags, cables, and other items. - Provide regular training and reminders to staff about maintaining good posture and ergonomics, preventing workplace injuries related to incorrect sitting posture. - Implement scheduled breaks and stretch sessions to encourage employees to stand up, move, and change positions throughout the day. - Consider installing sit-stand desks to give employees the option to alternate between sitting and standing, lowering the risk of improper posture and static sitting positions. - Make sure the lighting is adequate and glare-free to miniimise instances of leaning or straining to see better due to poor lighting conditions. - Keep commonly used office supplies within easy reach to limit excessive arm reaching and twisting, which may put additional strain on employees' backs and necks. - Ensure that staff have sufficient workspace to accommodate any necessary equipment (monitors, keyboard, etc.) and personal items without causing clutter, which could lead to a disorganized workstation and potential hazards.	1L	

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			- Conduct regular inspections to make sure that seating arrangements and walkways are compliant with the established guidelines, addressing any issues immediately to maintain a safe office environment.		
7. Lighting	Insufficient light, Glare	1L	- Regularly assess and monitor the lighting levels in the office to ensure that they meet the Australian Standards. - Install appropriate lighting fixtures, such as LED lights or natural light sources like windows or skylights, to provide adequate illumination throughout the workplace. - Ensure that there are no shadows, dark spots, or dimly lit areas where employees work by revising the position of lights, if necessary. - Utilise task lighting for specific activities that require additional, targeted light (e.g., desk lamps or spotlights for computer work). - Miniimise glare from natural light sources (like windows) through the use of window blinds, shades, or curtains that can be adjusted to give the best possible light without causing discomfort. - Arrange the workstation layout so that sunlight does not directly fall on computer screens, and adjust screen positions to miniimise reflections from windows. - Utilise antiglare or matte screen protectors for computer monitors if needed to reduce reflections and straining of eyes. - Arrange office furniture in a way that avoids direct sunlight on highly reflective surfaces such as gloss-finish desks and whiteboards. - Consult with employees to identify any issues regarding insufficient lighting or glare, and address their concerns as necessary. - Encourage regular breaks for employees to relax their eyes away from artificial lights and screens to prevent eye strain symptoms. - Conduct regular training sessions and awareness programs on the importance of proper lighting in the workplace and the impact it can have on employee health and productivity. - Conduct routine inspections to identify any broken or malfunctioning light fixtures and replace them as soon as possible. - Incorporate flexible day-night lighting settings to allow occupants adjust the ambient light according to varying natural daylight conditions. - Consult with a professional lighting designer or lighting expert to get recommendations for improving office lighting design and help to mitigate any identified hazards.	1L	
8. Ventilation	Poor air quality, Overheating	1L	- Ensure proper ventilation in the office by maintaining adequate space between equipment and walls or other obstructions to promote air circulation.	1L	

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			- Regularly clean and maintain air conditioning systems, including filters, vents and ducts, to ensure optimal functionality and maintain good indoor air quality.		
			- Conduct routine assessments of the office environment to monitor air quality, including levels of dust, airborne contaminants, and humidity.		
			- Provide employees with information on the importance of good air quality and potential risks associated with poor ventilation, as well as tips for maintaining a healthy work environment.		
			- Monitor weather conditions and adjust temperature settings accordingly to prevent overheating of equipment and maintain comfortable working conditions.		
			- Implement regular breaks and provide employees with a designated area to rest and recuperate away from office equipment that may contribute to poor air quality.		
			- Establish policies on smoking in the workplace, ensuring designated smoking areas are appropriately located and adequately separated from office equipment.		
			- Use energy-efficient office equipment designed to reduce heat output, ensuring they are regularly serviced and maintained according to manufacturer guidelines.		
			- Encourage employees to report any concerns about air quality or overheating equipment so that corrective action can be taken promptly.		
			- Utilise indoor plants known to improve air quality in strategic locations around the workplace, provided they do not obstruct air circulation.		
			- Install exhaust fans or additional air vents where necessary to increase airflow and improve ventilation within the office space.		
			- Store hazardous materials, chemicals, or substances in appropriate storage areas with separate ventilation systems to prevent contamination of the office environment.		
			- Restrict access to the office equipment area to authorised personnel only, preventing unnecessary exposure to potential hazards related to poor air quality or overheating equipment.		
			- Monitor and regularly review control measures to ensure their effectiveness and continuously strive for improvement in maintaining proper ventilation and addressing potential hazards.		
9. Emergency equipment	Fire hazards, Blocked exits	2M	- Regular inspection and maintenance of fire extinguishers, ensuring they are in working condition and easily accessible. - Installation of smoke detectors and alarms throughout the premises to alert staff in case of a fire incident. - Implementing a clear office layout that minimizes clutter and ensures free movement of people and equipment during an emergency. - Marking emergency exit routes with visible signage and keeping the pathways unobstructed at all times.	1L	

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			- Assigning specific emergency roles and responsibilities to staff members, such as designated fire wardens or emergency coordinators. - Conducting periodic fire drills to familiarise employees with evacuation procedures and identifying any areas for improvement. - Regular inspection of electrical wiring and appliances for potential fire hazards, adhering to recommendations from electricians and equipment manufacturers. - Providing staff with adequate training on the correct usage and storage of flammable materials or substances, and limiting their use whenever possible. - Encouraging effective communication among employees to promptly report any potential risks, hazards or blocked exits, and ensuring appropriate action is taken. - Developing and regularly updating a comprehensive emergency response plan that covers various types of emergencies, including fires and blocked exits. - Provision and regular inspection of emergency lighting systems to ensure proper illumination of exit routes and safe evacuation during power outages. - Collaborating with local fire departments to evaluate building design, identify fire hazards, and establish best practices for fire prevention and emergency preparedness. - Installing fire-rated doors and partitions in key areas to help control the spread of fire and smoke during an incident. - Ensuring proper storage and disposal of waste materials, particularly those that could contribute to increased fire risk or block emergency exits.		
10. Cleaning	Slips and trips, Dangerous chemicals	3H	- Provide appropriate training to the staff members on the correct procedures for cleaning office equipment, including the safe handling and storage of cleaning chemicals. - Keep aisles and walkways clear of clutter and debris that may cause trips or falls while cleaning office equipment. - Use proper signage (e.g., wet floor signs) to alert others about potential slip hazards during the cleaning process. - Store all cleaning chemicals in clearly labelled containers and place them in designated areas to avoid accidental exposure to harmful substances. - Provide Personal Protective Equipment (PPE), such as gloves and goggles, to staff members responsible for cleaning activities involving hazardous chemicals. - Choose cleaning products that are less hazardous yet effective for cleaning office equipment, opting for environmentally friendly and non-toxic options whenever possible. - Ensure adequate ventilation in the work area during the cleaning process to reduce the risk of inhaling dangerous fumes from chemical products.	2M	

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			- Regularly inspect and maintain cleaning equipment (e.g., mops, cleaning carts) to ensure they are in good condition and do not pose any safety risks. - Establish a reporting system for any incidents related to slips, trips, or exposure to hazardous chemicals during the cleaning process, allowing for immediate action and preventing further harm. - Implement an effective spill response plan, outlining the steps to be taken if any hazardous substances are accidentally spilled during the cleaning process, ensuring staff members know how to contain, clean up, and dispose of spills properly.		
11. Training sessions	Inadequate knowledge, Lack of communication	3H	- Conduct comprehensive training sessions: Ensure all employees are provided with thorough training on the proper use and handling of office equipment to prevent injuries and avoidable accidents. - Regular refresher courses: Schedule periodic refresher training for employees to keep their knowledge up-to-date and reinforce safe practices in the workplace. - Effective communication channels: Establish clear communication methods such as group meetings, email updates, and bulletin boards to ensure that workers are made aware of any changes or updates to office equipment usage procedures. - Availability of user manuals: Make sure that user manuals for office equipment are readily available and easily accessible to all employees so they can review proper operating procedures as needed. - Proper signage: Display clear signage around the office indicating any hazards associated with specific pieces of equipment and provide guidance on safe usage. - Buddy system: Pair inexperienced workers with more experienced coworkers during training sessions to foster hands-on learning and mentorship among employees. - Assess individual competency: Encourage employees to self-assess their understanding of proper equipment usage and provide opportunities for them to ask questions or request additional training if needed. - Address language barriers: Ensure that training materials and communications are available in multiple languages when needed to accommodate a diverse workforce. - Provide ongoing feedback: Monitor equipment usage within the workplace and offer constructive feedback to employees who may be showing signs of inadequate knowledge or skills. Take corrective action as needed to prevent accidents or injuries. - Record keeping: Maintain detailed records of staff training sessions and signed acknowledgements from employees confirming their understanding of safety procedures and guidelines. This documentation will serve as proof of compliance with Workplace Health and Safety regulations and help identify areas for improvement in the future.	1L	

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12. Maintenance	Improper maintenance, Ineffective repairs	2M	- Develop and implement a preventive maintenance schedule for all office equipment, including regular inspections, cleaning, and servicing to avoid any unexpected issues or malfunctions. - Provide training for employees on basic maintenance tasks, such as adjusting settings and cleaning devices, to ensure that everyone is aware of how to properly care for the equipment. - Ensure that only trained and qualified technicians perform any repairs or servicing on office equipment to miniimise the chance of ineffective repairs or damage. - Keep a detailed log of all maintenance activities performed on each piece of equipment, including dates, technician information, and any parts replaced or serviced. This will allow for easier tracking of potential problem areas and patterns. - Regularly review and update the maintenance schedule and procedures based on previous experience, manufacturer recommendations, and evolving technology advancements. - Establish clear communication channels for reporting any equipment issues or hazards, and encourage staff to report them immediately. - Provide personal protective equipment (PPE) such as gloves and safety glasses to maintenance personnel and train them in its proper use to miniimise potential injuries during maintenance tasks. - Ensure that any potentially dangerous tools, chemicals, or equipment involved in the maintenance process are stored securely and safely when not in use. - Implement a system for quickly removing malfunctioning equipment from service and clearly labeling it to prevent accidental use until it can be repaired or replaced. - Maintain an inventory of spare parts and supplies necessary for routine maintenance tasks and repairs in order to prevent delays due to sourcing components. - Regularly evaluate the condition of office equipment to determine if replacement is more cost-effective than continued repair and maintenance, considering factors like age, performance, and frequency of issues. - Review and monitor any third-party maintenance contracts with external providers to ensure that their services meet the needs and expectations of the organisation, and adjust or terminate these agreements if necessary.	1L	

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

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

LEGISLATIVE REFERENCES

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

Queensland & Australian Capital Territory
Work Health and Safety Act 2011
Work Health and Safety Regulations 2011
Legislation QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws
Codes of Practice QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice
Legislation ACT: https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations
Codes of Practice ACT: https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice

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

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

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

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

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

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

Model Codes of Practice

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work

Tasmania
Work Health and Safety Act 2012
Work Health and Safety (Transitional and Consequential Provisions) Act 2012
Work Health and Safety Regulations 2012
Work Health and Safety (Transitional) Regulations 2012
Legislation for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations
Codes of Practice for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice

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

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

SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

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

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

SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

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

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

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

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

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

REVIEW NUMBER	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ 6	☐ 7
NAME							
INITIALS							
DATE							

SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

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

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

REVIEWED BY		DATE REVIEWED	
SIGNATURE		DATE COMPLETED	