Office Furniture | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Office Furniture

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

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

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

Full Name:		
Signature:	Title:	Date:

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

Full Name:	Title:	Phone:

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

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

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

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

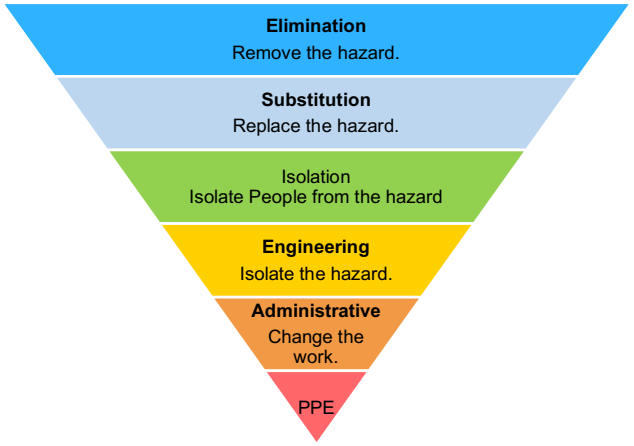
ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY							
☐ Forklift	☐ Crane/s	☐ Hoist/s	☐ Excavator	☐ Backhoe/Loader	☐ Boom Lift	☐ EWP	☐ Genie Lift
☐ Trencher	☐ Drilling Rig	☐ Trucks	☐ Formwork	☐ Bobcat	☐ Flammable Gas	☐ Fuel	☐ Dozer
☐ High Voltage	☐ Mulcher	☐ Tilt-up Panels	☐ Roller	☐ Scissor Lift	☐ Tractor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

RISK MATRIX

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE		
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.

Notes on Hierarchy of Controls: Elimination methods are the most effective and preferred when controlling a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the third most effective, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment) is the least effective method.

HEIRARCHY OF CONTROLS



PERSONAL PROTECTIVE EQUIPMENT (PPE)

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

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

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

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

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

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Trip hazards, Electrical hazards	2M	- Clear Communication: Ensure that all team members are aware of the tasks involved in the preparation stage and understand the potential hazards associated with office furniture installation. - Training and Induction: Provide necessary training for staff and contractors regarding workplace safety, including correct manual handling procedures, cable management for electrical hazards, and other key safety issues. - Removal of existing furniture: Before bringing in new office furniture, ensure that any previous office furniture is safely removed and stored or disposed of following appropriate guidelines. - Proper Housekeeping: Keep areas surrounding the installation site clean to prevent trip hazards, such as fallen objects, exposed cables, and other debris on the ground. - Storage Area Designation: Designate specific storage areas for equipment and tools during the installation process to prevent clutter and potential trip hazards. - Hazard Identification Signage: Install highly visible hazard signs in areas where multiple cords or cables are present. - Correct Placement of Electrical Cords: Whenever possible, place electrical cords along walls, away from walkways or under floor rugs/mats to miniimise the risk of tripping. - Inspection of Electrical Equipment: Regularly inspect and maintain all electrical equipment, such as power boards and extension cords, to ensure that they are in good working order and pose no risk to workers. - Use of Cord Covers: If placement against the wall isn't feasible, use cord covers, such as cable trays, conduit, or ducting materials, to securely manage and bundle cords in areas where they may be exposed. - Proper PPE for Workers: Provide appropriate personal protective equipment (PPE), such as non-slip shoes and gloves, for workers who will be handling heavy furniture and potentially exposed to electrical hazards. - Tool and Equipment Maintenance: Perform regular maintenance checks on tools and equipment used during the installation, and repair or replace faulty items. - Lifting Techniques and Mechanical Aids: Train staff in correct lifting techniques, and encourage the use of mechanical aids such as trolleys or dollies when moving heavy items to protect against strain injuries. - Designate Traffic Routes: Clearly mark walkways and designate traffic routes throughout the workspace during installation to prevent congestion and miniimise the risk of accidents involving trip hazards and collisions with people or equipment.	1L	
2. Inspection	Poor lighting, Inadequate workstation ergonomics	3H	- Ensure adequate and adjustable lighting is available in the workplace, including natural light where possible, to maintain appropriate visibility and reduce eye strain.	2M	

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			- Position workstations in a way that they have sufficient space and proper ergonomics, including adjustable chairs, desks and monitors to miniimise the risk of injuries. - Regularly inspect and maintain all office furniture for any signs of wear and tear or damage that could compromise safety, and replace damaged furniture promptly if necessary. - Encourage employees to take regular breaks from their workstations to stretch and change positions, reducing the risk of repetitive strain injuries. - Provide guidelines and training on proper workplace ergonomics, including correct desk, chair and monitor heights and positioning to promote good posture. - Consider investing in ergonomic accessories such as keyboard trays, wrist rests and footrests that can further improve workstation comfort and safety. - Offer regular vision screening for employees and provide support for those who require prescription glasses or contact lenses. - Keep surrounding areas clear of obstructions and ensure walkways or paths between workstations are wide and uncluttered to miniimise the risk of trips and falls. - Encourage employees to report any hazards they identify during inspections or throughout their workday, so that swift action can be taken to rectify any issues. - Establish a clear and accessible reporting system for all workplace health and safety concerns, empowering employees to contribute to creating and maintaining a safe workspace. - Monitor the temperature and humidity within the office environment and make adjustments as needed to keep workers comfortable and prevent health issues related to poor climate control. - Perform periodic reviews of the effects and success of implemented control measures to ensure their ongoing efficacy and relevance, and adjust as needed. - Assign responsibility for monitoring the implementation of these control measures to a dedicated Workplace Health and Safety officer, ensuring accountability and oversight in maintaining a safe working environment.		
3. Selecting furniture	Manual handling, Workstation incompatibility	2M	- Proper training: Ensure that all staff involved in selecting, handling, and setting up furniture are trained on correct manual handling techniques to prevent injuries due to lifting heavy items. - Use of trolleys or carts: Provide suitable equipment such as trolleys or carts for moving bulky or heavy furniture around the office, reducing the risk of injury during manual handling tasks. - Assess load requirements: Conduct a risk assessment for each specific piece of furniture to identify safe lifting and transporting procedures, taking into consideration the weight, size, and shape of each item.	1L	

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			- Team lifts: Encourage staff to perform team lifts when handling heavy or bulky furniture to distribute the weight evenly and miniimise strain on individuals. - Ergonomic design: Choose furniture with ergonomic features such as adjustable height, armrests, and lumbar support to promote a comfortable and safe working environment. - Personalised workstations: Allow employees to customise their workstation setup by adjusting the height of chairs, keyboards, and monitors to suit their personal needs, ensuring compatibility and comfort. - Quality control measures: Perform an ongoing review of furniture selection to ensure it meets both workers' needs and compliance with workplace health and safety requirements. - Regular maintenance checks: Establish a maintenance routine to inspect and repair any damaged or unsafe furniture, ensuring that it remains fit for purpose and adheres to relevant safety standards. - Clear communication: Provide clear instructions around the safe use and handling of all office furniture to help reduce potential risks associated with improper practices. - Seek expert advice: Consult with a specialist Workplace Health and Safety officer regarding potential hazards and measures required to address them when selecting and installing new office furniture. - Review process: Routinely evaluate and update the SWMS for Office Furniture to ensure effectiveness and adaptability to any changes in legislation or the office environment, thereby maintaining the highest standards of safety in the workplace.		
4. Transportation	Movable obstacles, Vehicle collisions	3H	- Clearly mark designated pathways for the transportation of office furniture, ensuring they are free from any movable obstacles that could pose a trip hazard or impede the movement of furniture. - Conduct regular inspections to identify and remove any potential hazards or obstacles in the transport path, such as clutter, loose cords, or other obstructions. - Provide workers with appropriate personal protective equipment (PPE) such as gloves, safety boots, and hi-vis vests to miniimise injury risk during transportation tasks. - Provide training on safe manual handling techniques to prevent injury risks related to lifting, carrying, pushing, or pulling office furniture items. - Ensure appropriate mechanical aids are used, such as trolleys or dollies, to assist with transporting larger or heavier items around the workplace. - Slow speed limits and enforce driver adherence in parking lots and designated transport areas to reduce vehicle collision risks.	2M	

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			- Implement proper signage and warnings regarding pedestrian and vehicle intersections, with clear visibility for both drivers and individuals moving office furniture. - Develop and implement a communication protocol for employees to notify others of their intentions when navigating through pedestrian and vehicle intersections, reducing the risk of collision. - Assign a designated spotter who provides guidance during the transport task to avoid collisions with vehicles, people, or other obstacles in the transportation pathway. - Establish a schedule for transporting office furniture items to miniimise congestion during peak times within the workplace. - Encourage open communication between staff to coordinate the movement of office furniture and identify potential hazards that may arise during transportation. - Ensure employees remain vigilant and aware of their surroundings while transporting office furniture, to help prevent accidents or incidents caused by unforeseen hazards or obstacles. - Enforce strict compliance with all relevant workplace health and safety guidelines pertaining to the transportation of office furniture in the workplace. - Regularly review and revise the Safe Work Method Statement (SWMS) to ensure all risk control measures are appropriately updated and maintained in line with new hazards, legal requirements, or organizational developments.		
5. Assembly	Incorrect use of tools, Falling objects	2M	- Provide thorough training for all workers on the correct usage of tools and equipment required for office furniture assembly, including any manufacturer guidelines. - Implement regular tool inspection schedules to ensure their safety and efficacy, repairing or replacing damaged tools as needed. - Encourage workers to ask questions and seek guidance from supervisors if they are unsure about how to properly use any tools during the assembly process. - Establish a clean and organised work area for the assembly of office furniture, allowing ample space for workers to move around without encountering trip hazards or disarray. - Require workers to wear appropriate personal protective equipment (PPE) while assembling office furniture, such as safety glasses and gloves, to prevent injuries from incorrect tool use, falling objects, or sharp edges. - Assign only experienced and qualified team members to perform tasks with higher risk factors, like carrying heavy loads or working at heights, during the assembly process, reducing the likelihood of accidents.	1L	

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			- Utilise proper lifting techniques and, when required, mechanical aids (e.g., dollies, hand trucks) to transport office furniture and materials safely throughout the workspace, preventing potential falling object hazards. - Securely fasten and stabilise all office furniture components during assembly so that they do not pose a risk of falling on workers or bystanders. - Designate specific work zones, separating areas where assembly is occurring from those where foot traffic or other activities may be taking place, to miniimise the risk of injury from falling objects or other hazards. - Enforce a clear communication protocol among team members to promote awareness of any changes in the assembly process, tool usage, or potential hazards and to ensure that everyone stays alert and informed. - Conduct periodic risk assessments to identify and address any new hazards or changes in the work environment that may arise during the office furniture assembly process, continually updating control measures as needed. - Promote a culture of safety by emphasising the importance of hazard reporting, fostering open communication between workers and supervisors about potential hazards and encouraging suggestions for improvement in workplace safety practices.		
6. Positioning	Environmental hazards, Obstructed pathways	2M	- Conduct a thorough site inspection to identify any environmental hazards or obstacles in the pathway prior to positioning office furniture. This should include assessing for potential trip, slip, or fall hazards, as well as any wet or slippery surfaces. - Ensure that all employees involved in the positioning of office furniture are trained and competent in safe manual handling techniques to miniimise injury risks during lifting and moving tasks. - Implement a traffic management plan to control and direct both pedestrian and vehicular traffic, ensuring clear communication is maintained between all parties involved in the work process. - Keep hallways, doorways, and other thoroughfares clear from obstructions to facilitate the smooth transportation and positioning of office furniture. - Utilise ergonomically designed equipment such as trolleys, dollies, or lifting aids when transporting heavy or awkward office furniture items. - In cases where furniture must be assembled or disassembled on-site, ensure adequate space is available for these tasks before proceeding, and follow manufacturer's instructions carefully. - Establish clearly designated drop-off or storage areas for office furniture pieces and components before positioning them within the workspace, ensuring they do not obstruct emergency exits or evacuation routes.	1L	

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			- Use signage and barriers as necessary to isolate hazardous areas surrounding office furniture positioning activities, thereby minimising risk of accidents or injuries caused by unintended contact with the work area. - Regularly monitor and maintain housekeeping standards throughout the entire office furniture installation process to reduce the likelihood of injuries resulting from poor environmental conditions or cluttered pathways. - Encourage employees to report any hazards or potential safety concerns related to office furniture positioning promptly to their supervisor or workplace health and safety representative. - Review and revise the Safe Work Method Statement (SWMS) regularly, incorporating any new control measures as needed to address unanticipated hazards in the office furniture positioning process. - Promote a culture of open communication and teamwork among all employees involved in the office furniture positioning process, fostering a shared understanding of the importance of maintaining environmental awareness and clear pathways for all.]		
7. Adjustments to height	Finger-pinch points, Overextension injuries	2M	- Proper Training: Ensure all employees are adequately trained in the correct methods of adjusting office furniture heights, including understanding the mechanisms and procedures involved. - Clear Instructions: Display clear instructions on or near the furniture with proper guidance on how to adjust the height safely to avoid finger-pinch points and overextension injuries. - Inspection of Equipment: Regularly inspect office furniture and their adjustment mechanisms to ensure they are functioning correctly and are free from damage that could result in injury during adjustments. - Ergonomic Assessment: Conduct regular ergonomic assessments to evaluate whether workstations are appropriately set up for each employee to miniimise the risk of overextension injuries during height adjustments. - Use of Proper Tools: Encourage the use of appropriate tools and equipment when making height adjustments to reduce the risk of finger-pinch points and overextension injuries. - Guidance on Reach Distances: Provide guidance to employees on maintaining a neutral posture while adjusting furniture height. Emphasise the importance of not overreaching or using excessive force to reduce the likelihood of overextension injuries. - Warning Signs: Install warning signs near potential finger-pinch locations to remind employees of the hazards posed by these areas during height adjustments. - Limit Adjustment Range: Consider limiting the available range of adjustment for certain pieces of furniture to prevent overextension injuries. Clearly mark any limits on the furniture itself.	1L	

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			- Buddy System: Encourage employees to use a buddy system when adjusting the height of large or heavy equipment, such as filing cabinets or storage units, to reduce the risk of finger-pinch points and overextension injuries. - Reporting Process: Develop a reporting process for employees to identify hazardous situations or faulty equipment promptly. Regularly review these reports and address any issues that arise promptly to maintain a safe workspace.		
8. Ergonomic modification	Improper body posture, Strain injuries	3H	- Conduct regular ergonomic assessments of the workplace to identify potential risk factors and develop strategies to miniimise them. - Provide training to employees on proper body posture while using office furniture, including sitting and standing positions, as well as keyboard and mouse usage. - Implement adjustable workstations and office equipment to cater for individual needs, aiming at maintaining optimal ergonomics for each employee. - Incorporate short breaks into the work schedule to help staff stretch, move around, and relax muscles, thereby preventing strain injuries. - Encourage employees to maintain an overall healthy lifestyle, including regular exercise and stretching, which can improve posture and reduce the likelihood of strain injuries. - Position computer monitors at eye level and arm's length away from the users to avoid straining of the neck, shoulders, and eyes. - Consider providing ergonomic office accessories like footrests, wrist rests, and lumbar support cushions to alleviate potential discomfort and promote proper posture. - Monitor and evaluate new office furniture installations for compliance with ergonomic standards and guidelines, conducting necessary adjustments if needed. - Initiate open communication channels with employees to address any concerns related to their workspace, ensuring immediate attention is given to potential risks. - Regularly review and update the SWMS to maintain its relevance and effectiveness in addressing hazards associated with ergonomic modification and the use of office furniture.	2M	
9. Cable management	Trip hazards, Electrical issues	2M	- Provide clear pathways and walkways by keeping cables away from high traffic areas in the office. - Utilise cable organizers, such as clips, ties, or sleeves, to bundle together and neatly secure cords. - Organise cords vertically using desks or walls with cable management systems or hooks. - Ensure that all electrical power outlets being used have safety covers installed to prevent accidental contact with live components.	1L	

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			- Regularly inspect cables for damage, such as fraying or exposed wiring, and replace any faulty cables immediately. - Avoid overloading power outlets with too many devices; instead, use power boards with individual switches and built-in surge protection. - Install floor cable protectors or cable trays where necessary, to keep wires off the ground and reduce trip hazards. - Label cables according to their function and the device they're connected to for easier maintenance and troubleshooting. - Keep extension leads to a minimum and avoid running them across walkways. If needed, use floor cord covers for added protection. - Train all staff on the importance of proper cable management, and how to identify and report potential hazards. - Schedule periodic checks by qualified electricians to ensure all electrical installations, including cable management systems, are safe and compliant with local regulations. - Develop and communicate an emergency plan in the event of electrical faults or issues concerning cable management, so everyone knows how to respond safely and efficiently. - Encourage employees to disconnect and store away unnecessary cables and devices, reducing clutter and potential hazards around workstations.		
10. Testing furniture stability	Risk of toppling over, Protruding objects	3H	- Conduct a thorough inspection of all office furniture to ensure that it is in good condition, stable, and free from any visible defects or damage. - Provide employees with appropriate training on how to properly use and adjust office furniture, including ergonomic practices for sitting and working at a desk. - Ensure that heavy furniture items or those with a high centre of gravity are placed against walls or in low-traffic areas to miniimise the risk of toppling over. - Use furniture safety straps, brackets, or anchoring devices to secure unstable or top-heavy items to prevent accidental tipping. - Arrange furniture in a manner that allows clear walkways and does not obstruct emergency exits or impede access to safety equipment such as fire extinguishers. - Ensure that all drawers, shelves, and cabinets are designed with proper weight distribution and are not overloaded, which can cause instability and increase the risk of incidents. - Regularly examine furniture for signs of wear or damage that may compromise stability, and promptly repair or replace any problematic items. - Install protective padding or guards on sharp edges or protruding parts of office furniture to miniimise the risk of injury from accidental contact.	2M	

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			- Encourage employees to report any concerns about the stability or safety of office furniture immediately, so that swift action can be taken to address the issue. - Ensure that all employees are familiar with the designated safe evacuation routes and are aware of potential hazards posed by office furniture in the event of an emergency. - Establish a routine cleaning and maintenance schedule for office furniture, with particular attention paid to the integrity of locking mechanisms, caster wheels, and other components that directly impact safety and stability.		
11. Workspace customization	Clutter-related hazards, Sharp edges	2M	- Implement a regular housekeeping policy to ensure that workspaces are organised and clutter-free, reducing the risk of accidents caused by clutter or obstructed pathways. - Provide adequate storage solutions such as drawers, cabinets, and shelves to help employees keep their belongings and office supplies organised, minimising clutter on desks and work surfaces. - Encourage employees to declutter their workspace regularly, with reminders or checklists, to keep a well-organised and hazard-free environment. - As part of the workspace customization process, identify and remove items that could potentially create sharp edges, such as open staples, broken glass, or any furniture with damaged parts. - Replace any damaged or worn-out furniture that may pose a hazard due to exposed sharp edges, splinters or loose screws. - Implement a routine inspection of office furniture to identify potential hazards, such as sharp edges or loose components, and take appropriate actions to eliminate the risk immediately. - Provide employees with ergonomic tools and accessories such as padded edge protectors, desk corner guards, or cable organizers to miniimise the presence of hazardous sharp edges in their workspace. - Design office spaces with adequate room for movement, ensuring that employees can navigate without coming into contact with sharp edges or cluttered areas while carrying out their tasks. - Provide training sessions for employees on the proper use and storage of office equipment and materials to reduce the risk of clutter-related hazards and injuries caused by sharp objects. - Encourage an open communication culture in the workplace where employees can report any concerning hazards, including sharp edges or clutter, to management or health and safety representatives, promoting a proactive approach to maintaining a safe working environment.	1L	
12. Maintenance	Poor quality materials, Wear and tear over time	2M		1L	

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			- Perform regular inspections: Incorporate periodic checks into the maintenance plan to ensure that all office furniture and equipment are in good working condition. - Use high-quality materials: When purchasing or replacing furniture, ensure it is made from high-quality materials that can endure long-term use. - Replace damaged or worn furniture: If furniture shows signs of excessive wear and tear or damage, promptly replace it with new, high-quality pieces. This helps prevent potential accidents caused by faulty equipment. - Train staff on proper furniture use: Provide training to all employees on how to use office furniture properly, including adjusting chairs and desks for ergonomic comfort. Proper usage reduces workplace injuries and extends the lifespan of furniture. - Maintain cleanliness: Regularly clean all office furniture surfaces and upholstery to preserve their appearance and functionality. - Implement preventive maintenance: Detect possible issues at an early stage by scheduling routine maintenance on office furniture, such as tightening screws and lubricating moving parts. - Monitor and address complaints: Encourage employees to report any issues with office furniture. Investigate and resolve legitimate concerns quickly to maintain a safe work environment. - Follow manufacturer's guidelines: Adhere to recommendations from furniture manufacturers for maintaining and cleaning specific products. - Schedule repairs promptly: If problems with furniture arise, schedule repairs immediately to miniimise risk and avoid further degradation of materials or function. - Rotate high-use items: If practical, rotate office furniture pieces to distribute use and miniimise wear and tear on individual items over time. - Update inventory records: Keep accurate and up-to-date records of all office furniture pieces, including maintenance schedules, repairs, and replacement dates. - Prioritise ergonomics: Invest in office furniture designed to support employee posture and comfort, thus minimising health risks associated with prolonged sitting and poor ergonomics. - Seek feedback through staff surveys: Actively seek input from employees regarding comfort, functionality, and safety of office furniture. Use their feedback to inform future maintenance plans and purchasing decisions.		

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

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

LEGISLATIVE REFERENCES

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

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

New South Wales
Work Health and Safety Act 2011
Work Health and Safety Regulations 2017
Legislation NSW: https://www.safework.nsw.gov.au/legal-obligations/legislation
Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/list-of-all-codes-of-practice

Northern Territory
Work Health and Safety (National Uniform Legislation) Act 2011
Work Health and Safety (National Uniform Legislation) Regulations 2011
Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws
Codes of Practice NT: https://worksafe.nt.gov.au/forms-and-resources/codes-of-practice

South Australia
Work Health and Safety Act 2012 (SA)
Work Health and Safety Regulations 2012 (SA)
Legislation for SA: https://www.safework.sa.gov.au/resources/legislation
Codes of Practice for SA: https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs

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

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

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

Victoria
Occupational Health and Safety Act 2004
Occupational Health and Safety Regulations 2017
Legislation VIC: https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations
Codes of Practice VIC: https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice

Western Australia
Work Health and Safety Act 2020
Work Health and Safety Regulations 2022
Legislation Western Australia: https://www.commerce.wa.gov.au/worksafe/legislation
Codes of Practice WA: https://www.commerce.wa.gov.au/worksafe/codes-practice

Safe Work Australia Links
Law and Regulation (All States): https://www.safeworkaustralia.gov.au/law-and-regulation
Model Codes of Practice: https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice

Model Codes of Practice

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

SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

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

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

SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

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

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

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

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

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

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

SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

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

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

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