

## Outdoor Work | SAFE WORK METHOD STATEMENT (SWMS)

### TASK OR ACTIVITY: Outdoor Work

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:
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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
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	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:	<b>SCOPE OF WORKS</b>
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><b>Notes on Hierarchy of Controls:</b> 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><b>Note:</b> 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"> <li>persons involved in the work are advised that a revision has been made and how they can access the revised SWMS;</li> <li>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,</li> <li>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.</li> </ol>											

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	Slips, trips, and falls, Manual handling injuries	2M	<ul style="list-style-type: none"> <li>- Conduct a thorough risk assessment and site inspection before commencing any outdoor work to identify potential hazards such as uneven ground, obstructions, or slippery surfaces.</li> <li>- Clearly mark any identified hazards with appropriate signage, barrier tape, or temporary fencing to prevent access and raise awareness among workers.</li> <li>- Provide appropriate personal protective equipment (PPE) for all employees, including slip-resistant footwear, gloves for manual handling tasks, and high-visibility clothing to make them easily visible to others.</li> <li>- Implement proper housekeeping practices to ensure that the work area is kept clean and free from debris, materials, or other trip hazards throughout the duration of the job.</li> <li>- Ensure staff receive adequate training in manual handling techniques to minimise the risk of injury during tasks such as lifting, carrying, pushing, or pulling heavy loads.</li> <li>- Encourage employees to use mechanical aids or seek assistance from team members when performing manual handling activities to reduce the likelihood of injury.</li> <li>- Regularly review weather conditions to make informed decisions about whether it is safe to continue working outdoors, especially during periods of heavy rain, extreme temperatures, or strong wind, which may increase the risk of slips and manual handling injuries.</li> <li>- Implement strict procedures for securing tools, equipment, and materials in the work area to reduce the risk of trips or manual handling accidents caused by inadequate storage or unsecured items.</li> <li>- Establish designated walkways and work zones so that employees can move safely around the outdoor site without risking exposure to slips, trips, and falls hazards.</li> <li>- Enforce regular rest breaks for staff involved in manual handling tasks to reduce the risk of fatigue-related injuries, and provide opportunities for stretching exercises to maintain flexibility and posture.</li> <li>- Continuously monitor and review the effectiveness of implemented control measures and update the SWMS as required, engaging with employees to encourage their input and gather valuable feedback on areas for improvement.</li> </ul>	1L	
2. Equipment setup	Falling objects, Crushing hazards	3H	<ul style="list-style-type: none"> <li>- Properly inspect and maintain all equipment, tools, and machinery before commencing work to ensure they are in good working condition and free from any defects.</li> <li>- Clearly instruct and train workers on the correct procedures for setting up and operating equipment, including how to effectively address potential falling object and crushing hazards.</li> </ul>	2M	

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			<ul style="list-style-type: none"> <li>- Designate specific areas for the storage of materials, tools, and equipment used, to minimise the chances of unsecured items causing falling object or crushing injuries.</li> <li>- Implement safety checks, such as regular inspections throughout the day, to monitor that equipment is securely fastened and stored, reducing the risk of falling objects and crushing accidents.</li> <li>- Use appropriate personal protective equipment (PPE), such as hard hats, steel-toed boots, and high visibility vests for workers engaged in outdoor work, ensuring protection against falling debris and other hazards.</li> <li>- Establish clear communication channels among team members, using hand signals or communication devices when necessary, so workers can be alerted immediately if there are potential falling objects or crush hazards present.</li> <li>- Implement exclusion zones around heavy lifting operations, equipment setup, and dismantling activities to prevent unauthorised personnel from entering, thus minimising potential exposure to hazards.</li> <li>- Employ proper lifting techniques, which includes securing large, heavy objects with lifting gear like slings, ropes, and shackles to uphold stability and reduce the risk of objects falling while being moved.</li> <li>- Utilise appropriate safety equipment such as barriers, cordons, and warning tape to mark off hazardous areas, alerting workers to potential crushing or falling object dangers.</li> <li>- Regularly review and update Safe Work Method Statements (SWMS) and operational procedures, taking into account any updates in risk assessments, incident reports, or changes to the worksite environment.</li> <li>- Encourage a 'safety-first' mindset among all workers on site by promoting active participation in safety discussions, toolbox talks, and ongoing hazard identification and reporting.</li> <li>- Maintain site cleanliness and orderliness by proper housekeeping measures, removing any tripping hazards and keeping walking paths clear to prevent accidents that may lead to falling objects or crushing incidents.</li> <li>- Engage in open dialogue with workers and involve them in decision-making processes where possible, ensuring their voices are heard when it comes to identifying and implementing effective safety controls.</li> </ul>		
3. Work area establishment	Exposure to live electrical conductors, Unstable ground surfaces	4A	<ul style="list-style-type: none"> <li>- Clearly identify and mark live electrical conductors to help workers recognise and avoid them while working in the area.</li> <li>- Use appropriate Personal Protective Equipment (PPE) such as insulated gloves, helmets, and safety glasses to protect against accidental contact with live electrical conductors.</li> <li>- Implement barricades or restrict access to areas where live electricity is present to prevent unauthorised access and minimise exposure to risks.</li> </ul>	3H	

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			<ul style="list-style-type: none"> <li>- Regularly check and maintain electrical equipment to ensure proper insulation, grounding, and operation as per manufacturer's recommendations and applicable standards.</li> <li>- Schedule work activities during periods of low electrical demand or when power can be safely isolated to reduce the risk of contact with live conductors.</li> <li>- Conduct site inspections to identify unstable ground surfaces and take prompt action to repair or secure them before work commences.</li> <li>- Establish clear walkways and working platforms that are level, stable, and well-drained to miniimise the risk of slips, trips, and falls on unstable ground surfaces.</li> <li>- Provide appropriate training and instruction to workers regarding potential hazards associated with live electrical conductors and unstable ground surfaces.</li> <li>- Develop an emergency response plan for dealing with incidents involving live electrical conductors, including rescue procedures and first aid measures.</li> <li>- Liaise with utilities providers and other authorities to coordinate work and obtain necessary permits and clearances when working in proximity to live electrical conductors.</li> <li>- Utilise proper signage and warning systems to alert workers about the presence of live electrical conductors and uneven ground surfaces.</li> <li>- Implement regular toolbox talks and safety briefings to reinforce awareness of hazards and ensure strict adherence to safe work practices and control measures.</li> <li>-Validate the effectiveness of implemented control measures through ongoing monitoring and periodic audits, revising them as necessary based on any findings and feedback provided by workers.</li> </ul>		
4. Material transportation	Vehicle collisions, Struck by moving objects	2M	<ul style="list-style-type: none"> <li>- Provide comprehensive training for all workers involved in material transportation, including proper vehicle handling, navigation, and communication within the site.</li> <li>- Ensure that all vehicles used for material transportation are well-maintained and regularly inspected for any defects or issues that could impact safety.</li> <li>- Establish designated traffic routes and speed limits throughout the site to miniimise the risk of collisions between vehicles, equipment, and pedestrians.</li> <li>- Implement a clear signage system to indicate traffic flow, pedestrian crossings, and potential hazards on the roads within the work site.</li> <li>- Utilise spotters or flaggers to direct vehicles and help drivers navigate through high-traffic areas, particularly when visibility is reduced or confined spaces are present.</li> <li>- Equip all site vehicles with appropriate warning devices, such as flashing lights, horns, and reverse alarms, to alert pedestrians and other drivers of their presence and movements.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Enforce the use of personal protective equipment (PPE) for all workers (e.g., high-visibility vests, hard hats, steel-toed boots) to increase their visibility and reduce injury severity in case of an incident.</li> <li>- Develop and implement a safe loading and unloading procedure for materials, ensuring that loads are evenly distributed and properly secured before transport.</li> <li>- Schedule regular toolbox talks and safety meetings, discussing potential hazard scenarios and best practices for material transportation safety.</li> <li>- Promote open communication among all staff, making it easy to report near misses or incidents, allowing for the implementation of corrective actions to avoid future occurrences.</li> <li>- Review and update the Material Transportation SWMS periodically and whenever there are significant changes in the work environment, ensuring that new hazards are identified and controlled promptly.</li> </ul>		
5. Excavation	Cave-ins, Engulfment hazards	3H	<ul style="list-style-type: none"> <li>- Develop and implement an excavation plan: Before starting any excavation work, a detailed plan must be developed which includes information about the site location, soil conditions, depth, and nearby utilities to ensure that all potential hazards are identified and addressed.</li> <li>- Perform risk assessment: Carry out a thorough risk assessment to identify the potential hazards related to cave-ins and engulfment. This should include a review of the worksite conditions, proposed work methods, and the qualifications of workers involved in the task.</li> <li>- Train workers on excavation safety procedures: Ensure that all workers who will be working around the excavation site are aware of the risks associated with their tasks and are properly trained on how to handle these risks. This training should cover the use of protective equipment, safe lifting techniques, and emergency procedures.</li> <li>- Implement a trench box or shoring system: Use appropriate shoring systems or trench boxes to support the excavation walls and prevent cave-ins or collapses. This may include hydraulic, timber, or aluminium shoring, depending on the specific circumstances of each project.</li> <li>- Designate a competent person to oversee excavations: Assign a qualified individual to oversee all excavation activities and ensure that proper safety procedures are followed at all times. This person should have the authority to stop work immediately if unsafe conditions are observed.</li> <li>- Inspect the excavation site regularly: Conduct daily inspections of the excavation site to monitor changes in soil condition, ground water levels, and any signs of instability or other hazards. These inspections should be documented and any necessary corrective actions taken immediately.</li> <li>- Monitor weather conditions: Keep up-to-date with local weather forecasts and pay particular attention to heavy rainfall or storms that could cause soil saturation, making the site more susceptible to cave-ins and engulfment hazards.</li> </ul>	2M	



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			<ul style="list-style-type: none"> <li>- Set up barricades and warning signs: Install barriers around the perimeter of the excavation site to prevent unauthorised access and provide clear warning signs indicating the presence of excavation work and potential hazards.</li> <li>- Establish emergency egress routes: Ensure that workers have easy access to emergency escape routes from the excavation area in case of a cave-in or other sudden hazard. This may involve installing ladders or constructing ramps at appropriate intervals along the trench walls.</li> <li>- Develop an emergency response plan: Prepare a comprehensive emergency response plan to address potential situations such as engulfment incidents or worker injuries. This should include procedures for contacting emergency services, evacuating affected workers, and providing first aid on-site.</li> <li>- Use proper PPE (Personal Protective Equipment): Equip all workers performing excavation tasks with appropriate personal protective equipment, including hard hats, gloves, eye protection, and steel-toed boots, to minimise the risk of injuries in the event of a cave-in or other hazard.</li> </ul>		
6. Site inspection	Trip hazards, Contact with harmful substances	2M	<ul style="list-style-type: none"> <li>- Conduct regular site inspections: Ensure that regular site inspections are conducted by a competent person to identify trip hazards, harmful substances, and other dangers before the commencement of any outdoor work.</li> <li>- Mark out hazards clearly: Use high visibility markers such as cones or tape to identify and highlight the areas where trip hazards or harmful substances are present.</li> <li>- Clear debris: Before commencing work, remove any debris or obstructions from the area to minimise the risk of tripping or contact with harmful materials.</li> <li>- Ensure proper storage and disposal of harmful substances: Store hazardous materials in designated storage facilities and containers, disposing them responsibly, as per local regulations and guidelines, after their usage.</li> <li>- Implement spill containment measures: Set up spill containment kits or booms in areas where harmful substances could be spilled, minimising environmental impact and immediate threats to workers.</li> <li>- Provide appropriate personal protective equipment (PPE): Ensure employees working around harmful substances are provided with necessary PPE, such as gloves, goggles, masks, and overalls, to protect against exposures.</li> <li>- Train employees on hazard identification: Educate workers about identifying trip hazards and harmful substances, the importance of reporting them, and following safe work procedures to minimise risks.</li> <li>- Maintain adequate lighting: Ensure the worksite is well lit and clear of shadows, making it easier for workers to spot and avoid potential hazards during outdoor activities.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Enforce good housekeeping practices: Encourage workers to maintain cleanliness and order within the worksite to reduce potential trip hazards and the presence of harmful substances.</li> <li>- Develop an emergency response plan: Create and communicate a robust emergency response plan that covers situations involving exposure to harmful substances or injuries resulting from trip hazards.</li> <li>- Routinely review and revise control measures: Regularly evaluate the effectiveness and relevancy of implemented measures in controlling identified hazards and adapt them as needed based on feedback from employees and site conditions.</li> </ul>		
7. Tool use	Sharp objects, Hand-arm vibration	2M	<ul style="list-style-type: none"> <li>- Proper training and demonstration: Ensure that workers receive thorough training on the safe use, handling, and maintenance of tools to minimize potential risks associated with sharp objects and hand-arm vibration.</li> <li>- Personal protective equipment (PPE): Require workers to wear appropriate PPE, such as cut-resistant gloves and vibration-reducing gloves, to protect against cuts or punctures and lessen exposure to vibration.</li> <li>- Pre-use inspection: Implement a tool inspection process before each use to check for any defects, damages, or faults that may pose hazards during operation.</li> <li>- Tool maintenance and repair: Schedule regular maintenance of all tools to ensure their optimal performance and safety, and repair or replace any damaged tools immediately.</li> <li>- Implementing "no-touch" policies: Encourage workers not to touch sharp edges with their hands, using alternative methods like brushes or other auxiliary tools instead, thereby reducing the risk of cuts and punctures.</li> <li>- Select the right tool: Choose tools with ergonomic designs, low-vibration features, and proper size and weight to optimise comfort levels and minimize the risk of hand-arm vibration syndrome (HAVS).</li> <li>- Work rotation: Regularly rotate workers between different tasks to limit continuous exposure to high-vibration tools and decrease the risk of HAVS occurrences.</li> <li>- Breaks and rest periods: Ensure workers take periodic breaks to rest their dominant hand, allowing it to recover from the effects of vibrations.</li> <li>- Anti-vibration mounts: Use anti-vibration mounts or pads when working with fixed tools, such as bench grinders, to reduce the transmission of vibrations to workers' hands.</li> <li>- Hazard assessment and documentation: Conduct a risk assessment of all tools used in the workplace to identify potentially hazardous tools and document recommended control measures.</li> <li>- Job-specific SWMS adaptations: Review and modify the Safe Work Method Statements (SWMS) for each particular job to account for variations in tools,</li> </ul>	1L	

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			<p>conditions, or worker experience, ensuring appropriate safety measures are followed.</p> <ul style="list-style-type: none"> <li>- Regular consultation and communication: Engage in continuous dialogue with workers about tool safety, addressing any concerns or suggestions for improving the work environment and reducing potential hazards associated with sharp objects and hand-arm vibration.</li> </ul>		
8. Demolition	Collapse of structure, Dust inhalation	3H	<ul style="list-style-type: none"> <li>- Adherence to Safe Work Method Statement: Prior to the scheduled demolition, a detailed Safe Work Method Statement (SWMS) should be completed, which outlines the risks associated with the project and proposes suitable control measures.</li> <li>- Pre-demolition inspection: A thorough inspection of the structure should be conducted by a competent professional to identify potential hazards and develop a plan for addressing them during the demolition process.</li> <li>- Appropriate PPE: Workers must wear appropriate personal protective equipment (PPE), such as hard hats, respirators or dust masks, safety goggles, ear protection, steel-toed boots, and high-visibility clothing to reduce the risk of injury from falling debris and exposure to hazardous substances.</li> <li>- Engineering controls: Implementing engineering controls, such as installing temporary shoring or bracing systems to support the structure during the demolition process, will help prevent unexpected structural collapses.</li> <li>- Dust control: Utilise water spraying or misting systems during the demolition to suppress dust emissions and minimise the risk of inhalation by workers and individuals in proximity to the work area.</li> <li>- Regular communication and updates: Hold regular toolbox talks and safety briefings before and after work shifts to update workers on any changes in the work scope, hazards, or control measures.</li> <li>- Exclusion zones: Establish and enforce exclusion zones around the demolition site to keep unauthorised personnel away from potential hazards.</li> <li>- Certified demolition professionals: Ensure that all workers involved in the demolition process are fully trained, certified, and familiar with the necessary safe work procedures, risks, and mitigation measures.</li> <li>- Emergency response plan: Develop and implement an emergency response plan, which outlines the necessary steps to be taken in case of incidents or accidents, and ensure that all workers are well-versed in the plan's requirements.</li> <li>- Monitoring and supervision: Assign experienced supervisors to oversee the demolition process, ensuring that safe working protocols are followed, hazards are identified and addressed promptly, and necessary adjustments to the SWMS are made as required.</li> <li>- Proper tools and equipment: Use appropriate and well-maintained machinery, equipment, and tools during the demolition process, reducing the risk of equipment malfunction or premature failure leading to structural collapse.</li> </ul>	2M	

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			<ul style="list-style-type: none"> <li>- Progressive demolition: Break down the structure in a systematic, controlled manner to minimise the risk of accidental structural collapses during the demolition process. Implement industry best practices for safe demolition techniques, such as top-down deconstruction, where feasible.</li> </ul>		
9. Ground stabilization	Ground subsidence, Soil instability	4A	<ul style="list-style-type: none"> <li>- Conduct a geotechnical assessment to determine ground stability and suitability for the planned work.</li> <li>- Develop a ground stabilization plan based on the geotechnical assessment, considering factors such as soil type, moisture content, slope, and load-bearing capacity.</li> <li>- Train all workers on the specific risks associated with ground subsidence and soil instability before commencing outdoor work.</li> <li>- Utilise appropriate machinery and equipment, such as excavators and earthmoving vehicles, designed for stabilising the ground in accordance with the ground stabilization plan.</li> <li>- Implement regular site inspections to monitor any changes in soil stability or ground conditions that may increase the risk of subsidence or instability.</li> <li>- Install relevant safety signage at the worksite to remind workers of the potential hazards and necessary precautions relating to ground stabilization.</li> <li>- Use temporary support structures, such as trench shields and supports, to prevent ground collapse during excavation or digging tasks.</li> <li>- Ensure adequate drainage systems are in place to remove excess water from the site, reducing the risk of soil erosion and instability.</li> <li>- Restrict access to areas that have been identified as high-risk for ground subsidence or instability to only trained and equipped personnel.</li> <li>- Maintain clear communication channels between workers, supervisors, and management to ensure any issues related to ground stabilization are promptly addressed.</li> <li>- Establish an emergency action plan to respond to any incidents involving ground subsidence or soil instability, including evacuation procedures and first aid provision.</li> <li>- Use appropriate personal protective equipment (PPE), such as safety footwear and hard hats, to minimise injury risk in case of ground subsidence or instability incidents.</li> <li>- Continuously review and update the SWMS for any changes in the nature, scope, or location of the work being performed that could impact existing ground stabilization measures.</li> <li>- Schedule regular maintenance checks for all machinery and equipment used in the ground stabilization process to ensure proper functionality and prevent potential failures that could compromise safety.</li> </ul>	3H	

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10. Refilling excavation	Entrapment hazards, Debris falling on workers	3H	<ul style="list-style-type: none"> <li>- Proper planning: Develop a comprehensive plan for refilling the excavation that takes into consideration the workers' safety, the efficiency of the process, and the proper distribution of labour to ensure a smooth operation.</li> <li>- Training and awareness: Ensure all the workers involved in the refilling process are trained on relevant safety protocols, including recognizing entrapment hazards, working around heavy machinery, and reacting appropriately in case of an emergency.</li> <li>- Protective equipment: Provide workers with appropriate personal protective equipment (PPE) such as hard hats, gloves, and high-visibility clothing to protect them from falling debris and other hazards during the refilling process.</li> <li>- Inspect excavation site: Make sure to inspect the excavation site before refilling begins to identify any potential risks, such as the stability of adjacent walls or structures, and address these issues before work commences.</li> <li>- Barricades and signage: Set up barriers around the excavation site to delineate the work area and keep unauthorised personnel out. Display clear warning signs stating the dangers present and the necessary PPE required to enter the site.</li> <li>- Proper tool selection: Use the right tools and equipment for refilling tasks, such as shovels and backhoes that can minimise the risk of injury and ensure the job is performed efficiently.</li> <li>- Maintain communication: Establish a reliable communication system between workers on-site and those operating heavy machinery to coordinate their activities and avoid accidents associated with miscommunication.</li> <li>- Controlled access: Manage entering and exiting the work area to prevent overcrowding and ensure only trained workers engage in the refilling process.</li> <li>- Monitoring and supervision: Assign supervisors to oversee the refilling activities to ensure compliance with safety guidelines and established procedures. They must be able to promptly react to any hazards or unsafe conditions that may arise during the work process.</li> <li>- Emergency response procedure: Develop a site-specific emergency response plan that identifies action steps to follow in case of an incident, such as entrapment or a worker being struck by debris. Regularly review and update this plan to ensure its effectiveness.</li> <li>- Regular breaks: Encourage workers to take regular breaks and rotate tasks whenever possible to reduce the risk of fatigue, which can lead to an increased likelihood of accidents.</li> <li>- Continuous improvement: Review the refilling process regularly to identify areas for improvement and make necessary adjustments. Seek feedback from workers to uncover any potential hazards or inefficiencies that may have been overlooked during initial planning.</li> </ul>	2M	

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
11. Landscaping & revegetation	Uneven terrain, Noise exposure	2M	<ul style="list-style-type: none"> <li>- Proper PPE: Ensure that all workers wear appropriate Personal Protective Equipment (PPE) such as slip-resistant boots, hearing protection, and gloves to reduce the risk of injury from uneven terrain and noise exposure.</li> <li>- Pre-shift inspection: Conduct a thorough inspection of the worksite before starting work to identify and address any potential hazards like uneven terrain, obstacles, or excessive noise.</li> <li>- Training: Provide comprehensive training for all workers on proper landscaping and revegetation techniques, including safe equipment operation and hazard recognition.</li> <li>- Clear signage: Display clear signs indicating designated work areas, high noise zones, and restricted access sections to maintain awareness of potential hazards and control measures.</li> <li>- Use of low-noise equipment: Whenever possible, opt for lesser-noisy equipment or machinery to reduce noise exposure risks for workers.</li> <li>- Job rotation: Rotate workers' tasks throughout the day to minimise their exposure to continuous noise levels and physical strain associated with landscaping and revegetation activities.</li> <li>- Safe work practices: Implement and enforce safe work practices, such as proper lifting techniques, using ergonomic tools and equipment, and taking breaks to stretch and rest when needed.</li> <li>- Maintenance plan: Establish a regular maintenance plan for heavy equipment and machinery to ensure safe operational status and to reduce unexpected noise increase or accidents due to malfunction.</li> <li>- Barriers and bunds: Install temporary barriers or bunds to contain soil, materials, and contaminants within designated work areas, subsequently reducing the risk of trip hazards caused by uneven terrain.</li> <li>- Communication plan: Develop an effective communication plan to alert workers about changes in terrain, weather conditions, or other factors affecting work activities, keeping them informed about potential hazards.</li> <li>- Regularly review and assess controls: Continually reassess the effectiveness of implemented control measures to ensure optimal safety for workers and adapt strategies accordingly.</li> </ul>	1L	
12. Site clean-up	Manual handling injuries, Exposure to hazardous waste	2M	<ul style="list-style-type: none"> <li>- Provide proper training to all workers on safe manual handling techniques to minimise the risk of injuries.</li> <li>- Ensure that adequate personal protective equipment (PPE), such as gloves, safety shoes, and high-visibility vests, are worn by all workers during site clean-up.</li> <li>- Implement a buddy system so that workers can assist each other with lifting heavy items or handling hazardous waste materials, reducing the strain on an individual worker's body.</li> </ul>	1L	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			<ul style="list-style-type: none"> <li>- Establish and enforce a clear process for identifying, segregating, and disposing of hazardous waste materials.</li> <li>- Practice regular maintenance and inspection of equipment used in the site clean-up process to ensure they are in good working condition, reducing potential accidents related to malfunctioning tools.</li> <li>- Organise the site clean-up systematically to avoid unnecessary movement around the workspace, thereby minimising the chance of slips, trips, or falls.</li> <li>- Strictly adhere to proper waste disposal procedures and guidelines based on local environmental and waste management regulations.</li> <li>- Use appropriate signage and barrier systems to warn people of potential hazards and restrict access to areas with hazardous materials.</li> <li>- Encourage workers to take regular breaks when engaging in repetitive tasks to prevent musculoskeletal disorders.</li> <li>- Encourage open communication between workers and supervisors to promptly report any incidents, accidents, or potentially hazardous situations.</li> <li>- Conduct a complete hazard assessment before commencing site clean-up activities to identify potential risks and plan control measures accordingly.</li> <li>- Assign a specific area for storing hazardous materials temporarily until they are safely disposed of, ensuring this location is far from frequently accessed spaces.</li> <li>- Monitor weather conditions closely and adjust work schedules or clean-up processes if necessary to prevent heat stress or extreme cold-related injuries in outdoor work environments.</li> </ul>		

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



## 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"/>	
<b>REVIEWED BY</b>		<b>DATE REVIEWED</b>	
<b>SIGNATURE</b>		<b>DATE COMPLETED</b>	