Service Replace Broken Wc Pan and Cistern | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Service Replace Broken Wc Pan and Cistern

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.

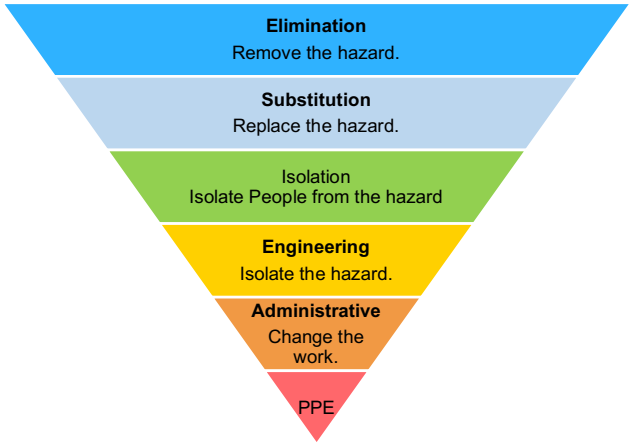
ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY							
☐ Forklift	☐ Crane/s	☐ Hoist/s	☐ Excavator	☐ Backhoe/Loader	☐ Boom Lift	☐ EWP	☐ Genie Lift
☐ Trencher	☐ Drilling Rig	☐ Trucks	☐ Formwork	☐ Bobcat	☐ Flammable Gas	☐ Fuel	☐ Dozer
☐ High Voltage	☐ Mulcher	☐ Tilt-up Panels	☐ Roller	☐ Scissor Lift	☐ Tractor	☐ 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	Slip, trip and falls, manual handling injuries	2M	- Conduct a thorough risk assessment of the work area prior to starting any tasks, identifying any potential hazards and determining suitable control measures. - Ensure all workers are trained in safe manual handling techniques and are aware of their individual lifting capacity limits to prevent manual handling injuries. - Maintain good housekeeping practices by keeping the work area clean and free from obstructions or tripping hazards, such as tools, equipment, and debris. - Utilise appropriate PPE, including sturdy footwear with slip-resistant soles, gloves for gripping and handling materials, and safety glasses if necessary. - Use signage and barriers to designate specific work areas and keep unauthorised personnel from entering the site, reducing the likelihood of accidents caused by crowded conditions. - Schedule activities with adequate time spacing, allowing ample preparation and ensuring workers aren't rushed or fatigued during the process. - Follow proper procedures for handling broken WC pans and cisterns, including sharp object handling guidelines to prevent cuts or puncture injuries. - Properly mark and isolate wet floors or other slippery surfaces as soon as they're detected, reducing the risk of slip and fall incidents. - Deploy both mechanical aids and team lifting techniques when dealing with heavy or bulky items, reducing the chances of strains or muscle injuries resulting from poor manual handling. - Always use ladders, step stools, or mobile platforms whenever elevated work is needed, ensuring that they are in good condition, stable, and securely placed on level ground. - Implement a buddy system or spotter for tasks requiring extra vigilance, ensuring that colleagues are looking out for one another. - Encourage open communication between workers and supervisors, making it easy to report new hazards or changing conditions in the workspace. - Store tools, equipment, and materials properly when they're not in use, ensuring that walkways and passages remain clear and unobstructed. - Regularly review and update the SWMS, incorporating new control measures or modifications based on industry best practices or legislative changes.	1L	
2. Site inspection	Unsecured site, faulty equipment	3H	- Secure the worksite by installing temporary fencing or barricades, ensuring only authorised personnel have access to the area and minimising potential hazards from unauthorised access. - Create a site inspection checklist to identify any existing issues on the worksite, including unsecured areas, unsafe materials, or equipment malfunctioning before starting work on replacing the broken WC pan and cistern.	1L	

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			- Conduct regular safety briefings for all workers to ensure they are aware of the site hazards and appropriate control measures. - Provide proper personal protective equipment (PPE) such as gloves, safety goggles, and hard hats to all workers, and ensure they are aware of their correct usage. - Regularly inspect and maintain all tools and equipment used in the task to ensure they are in good working condition and free from defects. - Assign a dedicated site supervisor to oversee the work process and monitor site safety and hazard controls, ensuring all workers comply with workplace health and safety regulations. - Implement a clear communication system among workers, including using hand signals or radios, to communicate effectively, especially during potentially hazardous procedures or when operating machinery. - Implement a buddy system where each worker is paired with another to keep an eye out for potential hazards, assist with difficult tasks and provide support if needed. - Perform equipment safety checks prior to use, including checking for faulty connections, worn parts, or other potential issues that may create a hazard during the replacement process. - Establish an emergency action plan and clearly communicate it to all workers at the site, so they know how to respond, evacuate, or shut down the operation in case of any accidents or hazards arising during work.		
3. Disconnecting old WC pan and cistern	Exposure to sewage, sharp edges	3H	- Provide proper training and instruction to workers on how to identify and handle hazardous materials, such as sharp edges and sewage. - Ensure that workers wear appropriate personal protective equipment (PPE) including gloves, safety glasses, and waterproof boots. - Develop and implement a plan for the safe and effective isolation and disconnection of water supply and sewage systems associated with the WC pan and cistern replacement. - Use appropriate hand tools and equipment designed for removing old WC pans and cisterns to miniimise the risk of injuries from sharp edges or splinters. - Inspect all tools and equipment prior to their use to ensure their effectiveness and condition. - Implement a buddy system where workers can assist one another during the disconnection process, providing additional support and guidance when handling potentially hazardous materials. - Utilise warning signs and barriers to demarcate the work area and prevent unauthorised entry, minimising exposure to hazards for non-essential personnel.	2M	

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			- Schedule regular breaks for workers to allow for rest, rehydration, and reapplication of any necessary PPE. - Ensure proper disposal procedures are in place for any sharp objects, broken materials, or sewage waste generated during the disconnection process, preventing workplace contamination. - Establish clear communication protocols to report any incidents, injuries, or potential hazards throughout the job. - Monitor the work environment for any changes that may exacerbate existing hazards, such as extreme temperatures, slips, trips, or falls. - Carry out regular audits and inspections of the worksite to ensure that all control measures remain effective and adequate. - Review any near-misses or lessons learned from similar projects to help identify potential gaps in safety protocols and address them accordingly. - Foster an open culture of safety where workers feel empowered to speak up about any concerns they have, encouraging proactive hazard identification and mitigation.		
4. Removing old unit	Asbestos exposure, heavy lifting injuries	4A	- Provide asbestos awareness training to workers, outlining the proper handling and disposal of materials with potential asbestos exposure. - Conduct a risk assessment before starting the project to identify potential occurrences of asbestos in old WC pan & cistern materials. - If asbestos is suspected, engage a licensed asbestos removal contractor to handle and dispose of asbestos-containing materials safely. - Require all personnel working on the task to wear adequate personal protective equipment (PPE), including gloves, steel-capped safety boots, and eye protection. - Use appropriate lifting equipment where possible to miniimise the physical strain associated with heavy lifting, such as trolleys or hoists. - Train workers on safe manual handling techniques and lifting procedures to reduce the risk of injuries from lifting heavy objects. - Encourage workers to practice proper body mechanics when lifting and carrying heavy items by keeping loads close to their body and using their legs instead of their back muscles for support. - Implement a teamwork approach, assigning two or more workers to handle heavy loads wherever necessary, to distribute weight evenly and prevent excessive strain on individuals. - Ensure proper communication between team members during lifting, lowering, and moving heavy items, to coordinate actions and miniimise risks. - Keep the workspace clear of obstructions and debris, creating a clear path for workers to move and maneuver safely while handling heavy loads.	2M	

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			- Schedule regular rest breaks for workers involved in heavy lifting tasks, to prevent fatigue-related injuries. - Monitor workers carefully for signs of overexertion and strain, and encourage them to report any pain or discomfort immediately. - Review and update the Safe Work Method Statement (SWMS) frequently to address any new hazards or control measures identified during the project's progress.		
5. Cleaning area for new installation	Chemical burns, inhaling fumes	3H	- Properly ventilate the area: Ensure that there is adequate airflow in the area where work is being conducted to prevent the buildup of harmful fumes. - Wear appropriate Personal Protective Equipment (PPE): Workers should wear safety gloves, goggles, and protective clothing to avoid direct contact with chemicals and lower the risk of developing chemical burns. - Implement safe handling and storage procedures: Store chemicals according to manufacturer guidelines and ensure workers are trained in safe handling practices. - Use appropriate cleaning agents: Utilise the correct cleaning agents for the job and follow instructions for use to miniimise the risk of exposure to harmful chemicals. - Implement a chemical management plan: Have a documented chemical management plan for identifying, assessing, and controlling hazardous substances used in the work area. - Provide access to Material Safety Data Sheets (MSDS): Make sure that employees have easy access to MSDS for chemicals they will be using during the task and are familiar with their content. - Train employees on emergency procedures: Workers should be trained in proper procedures to follow in case of an emergency or accidental spill; including first aid measures, fire safety, and evacuation plans. - Regularly launder contaminated clothing: Any clothing that comes into contact with hazardous chemicals should be promptly washed or removed to miniimise risks associated with prolonged exposure. - Manage tools and equipment properly: Maintain and clean equipment regularly to reduce the likelihood of chemical contamination and exposure during use. - Implement safe disposal practices: Dispose of chemicals according to regulatory guidelines and train workers in proper techniques for disposing of chemical waste. - Monitor worker health: Regularly assess and monitor employees' health to identify early warning signs of exposure to hazardous substances. - Perform regular safety audits: Continuously monitor and assess the effectiveness of control measures in place by conducting safety audits, updating SWMS as needed.	1L	

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			- Encourage open communication: Promote open dialogue among workers about potential hazards, encouraging them to report any concerns, incidents, or near misses that may occur during the cleaning process.		
6. Positioning new WC pan & cistern	Incorrect alignment, musculoskeletal strains	3H	- Provide adequate training: Ensure all workers involved in the installation process are trained to perform the task correctly, including understanding the importance of proper alignment and techniques to avoid musculoskeletal strains. - Use proper lifting techniques: Instruct workers to use correct lifting techniques, such as bending the knees, keeping the back straight, and avoiding twisting motions when handling the new WC pan and cistern. - Utilise appropriate tools: Provide and encourage the use of tools or equipment designed to assist in positioning the new WC pan and cistern to miniimise manual handling risks and ensure accurate alignment. - Implement team lifting: If the weight or awkwardness of the WC pan and cistern poses a risk for muscle strain, consider having multiple workers lift and position the components together. - Set up a comfortable working environment: Arrange appropriate lighting and provide sufficient space to avoid any uncomfortable positions and alleviate potential muscle strains during the installation. - Observation and supervision: Assign a supervisor or experienced worker to observe the positioning process, ensuring that correct procedures are followed and hazards are managed accordingly. - Inspect equipment: Regularly inspect tools, lifting aids, and protective equipment for damage or wear that could lead to improper alignment or musculoskeletal injury. - Take breaks and stretch: Encourage workers to take regular breaks and stretch their muscles to prevent stiffness or strain resulting from sustained periods of activity during the installation. - Clear communication: Promote open communication among workers to discuss any concerns or difficulties related to the positioning of the new WC pan and cistern, allowing for adjustments to be made as required. - Develop a contingency plan: Prepare a plan to address any potential issues that may arise during the positioning process, such as incorrect alignment or worker injury, to ensure quick resolution and miniimise risks to health and safety.	2M	
7. Securing new units	Finger pinch points, drilled holes causing debris	2M	- Proper training: Ensure that all workers involved in the replacement process have undergone appropriate training, including WHS requirements and manufacturer's installation guidelines. - Use of Personal Protective Equipment (PPE): Make sure that workers wear gloves to protect their hands from pinch points, safety goggles for eye protection against debris, and steel-toed boots for additional foot protection during the installation process.	1L	

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			- Select appropriate tools: The use of high-quality, well-maintained tools, such as screwdrivers and drills, will help to reduce finger-pinch hazards and miniimise the amount of debris created by drilling holes. - Tool guards: Incorporate tool guards, where applicable, to miniimise finger-pinch hazards when securing new units. - Mark out drill points: Clearly mark out drill points on the WC pan and cistern to avoid incorrect hole placement, which could lead to unnecessary drilling and increased debris generation. - Use a vacuum cleaner or extraction system: While drilling, use a vacuum cleaner or extraction system to collect dust and debris, preventing these materials from scattering around the work area. - Work in pairs: Encourage workers to work in pairs during the securing step, with one person focusing on securing the unit and the other providing assistance in ensuring proper alignment and reducing pinch-point risks. - Implement a clean-as-you-go policy: Encourage workers to regularly clear away any accumulated debris throughout the installation process, helping to maintain a clean and safe work environment. - Double-check alignments: Before tightening fixtures and fittings, double-check alignments to ensure that no adjustments are needed, reducing the risk of creating additional pinch-points or having to re-drill holes. - Communicate amongst team members: Encourage open communication amongst workers regarding potential hazards, concerns, or suggestions for improving the process, ensuring everyone remains aware of risks and can contribute to minimising them. - Post-installation inspection: Once the WC pan and cistern have been secured, conduct a thorough inspection to ensure that all fittings are secure, and no hazards remain. Address any identified risks immediately before clearing the work area and allowing regular use of the facilities.		
8. Connecting water supply	Water leaks, damages to fittings	3H	- Turn off the main water supply before starting any repair work to avoid water leaks and miniimise the risk of water damage. - Ensure that all connections are tightened and secure before proceeding with the replacement of WC pan and cistern. - Use high-quality, compatible fittings and components to prevent water leaks and damages to the water supply system. - Inspect the area for any pre-existing damages or cracks to avoid aggravating existing issues during the replacement process. - Provide proper training and guidance to workers in handling various tools and equipment for connecting water supplies to prevent potential accidents or hazards.	1L	

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			- Implement a schedule for regular maintenance checks to identify and address any signs of wear and tear, corrosion, or leakages promptly. - Keep the work area clean and tidy to prevent any slips, trips, or falls caused by water spillage or scattered tools. - Conduct a thorough inspection of the completed connection to ensure no leaks or damages before turning on the water supply. - Prepare an emergency response plan in case of unexpected water leaks or damages to the fittings, ensuring all team members are aware of their roles in such situations. - Use non-slip floor mats and signage to provide extra safety measures against potential slips caused by water leaks. - Mandate the use of appropriate personal protective equipment (PPE) such as gloves, safety footwear, and safety glasses for workers involved in connecting the water supply. - Encourage open communication among team members, allowing them to report any potential risks or hazards they may come across while working on the project.		
9. Installing new flush mechanism	Pinch points, component failure	2M	- Proper Training: Ensure that all workers responsible for installing the new flush mechanism have undergone appropriate training and are familiar with the installation process to miniimise risks associated with pinch points and component failure. - Personal Protective Equipment (PPE): Make sure workers wear adequate PPE, including gloves, eye protection, and safety footwear, to protect themselves from potential hazards during the installation process. - Careful Handling: Train workers to handle equipment and components cautiously to avoid pinching fingers or hands between parts while assembling the flush mechanism. - Inspection of Components: Thoroughly inspect each part of the flush mechanism before installation to ensure they are free from defects and damage, reducing the risk of component failure. - Use of Appropriate Tools: Provide workers with the correct tools required for the installation, such as adjustable wrenches, pliers, and screwdrivers, to help prevent any mishaps or component damage during assembly. - Clear Workspace: Create a clean and organised work area by removing any unnecessary materials or objects, ensuring workers have enough space to maneuver safely during the installation process. - Installation Instructions: Provide clear, step-by-step instructions for the installation process, complete with diagrams or illustrations if necessary, enabling workers to install the flush mechanism correctly and avoid potential failures.	1L	

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			- Teamwork and Communication: Encourage effective communication amongst team members during the installation process, so they can provide assistance or report any issues that may arise promptly. - Periodic Maintenance Checks: Once the flush mechanism has been installed, schedule regular inspection, and maintenance checks to ensure its ongoing functionality and safety. - Incident Reporting and Review: In case of any hazards or accidents occurring during the installation process, establish a reporting system and follow up with a thorough review to identify what happened and determine ways to improve safety measures in the future.		
10. Reconnecting waste pipe	Exposure to sewage, leakage	3H	- Proper training: Ensure workers are well-trained in the handling and installation of waste pipes and cisterns to miniimise the risk of leaks and exposure to sewage. - Personal Protective Equipment (PPE): Provide appropriate PPE, such as gloves, safety glasses, and face masks or shields, for workers handling waste pipes to reduce contact with sewage materials. - Inspect equipment beforehand: Conduct a thorough inspection of all tools, equipment, and supplies needed for the task to ensure they are in good working condition and free from defects that might cause leaks. - Safe operation procedures: Establish and enforce safe procedures for reconnecting waste pipes, such as double-checking connections and securing any loose parts before proceeding. - Ventilate work area: Keep the work area well-ventilated to reduce the buildup of sewer gases and other harmful airborne contaminants. - Use of proper sealing material: Ensure high-quality sealing materials are used when connecting the waste pipe to prevent leakage and exposure to sewage. - Emergency response plan: Develop an emergency response plan in case of accidental spills or leaks that outlines immediate actions workers should take to contain and clean up the affected area. - Regular monitoring: Perform regular visual checks throughout the reconnection process to identify potential issues early on and address them promptly. - Cleanup and disposal procedures: Implement appropriate cleanup and disposal procedures following the completion of the task to remove any residual sewage material and miniimise the risk of future leaks. - Reporting and communication: Encourage open lines of communication between workers and management with regards to hazards or risks identified during the reconnection process, including reporting any incidents or near misses that occur.	1L	
11. Testing flush	Water damage, unexpected leaks	2M		1L	

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			- Properly inspect all connections and seals before reassembling the WC pan and cistern to identify any damages or missing components that could lead to water damage and unexpected leaks. - Ensure that the work area is clean and free of debris, so that it doesn't interfere with the reassembling and testing process. - Position a bucket or container below the pipe connections during the testing phase to catch any possible leaks, preventing water damage. - Test the flush mechanism by gradually increasing water pressure, allowing for the early detection of any leaks before they can become hazardous. - Regularly inspect the surrounding water pipes and connections for signs of corrosion or wear, which may contribute to unexpected leaks and water damage. - Conduct maintenance checks on sealing materials like gaskets and washers, replacing them if necessary to maintain a watertight seal in the assembly. - Use only manufacturer-recommended spare parts and fixtures to ensure proper fit and compatibility, reducing the chances of water leakage. - Wear appropriate personal protective equipment (PPE) while working around water sources to reduce the risk of slip-and-fall accidents resulting from wet surfaces. - Provide adequate lighting in the work area to ensure visibility and proper identification of any water leaks during testing. - Carefully follow the manufacturer's installation guidelines and specifications for WC pan and cistern replacement systems to avoid creating any risks for water damage and unexpected leaks. - Train employees on the proper methods of detecting and addressing potential leaks in toilet systems, including shutting off water supply and isolating the affected component(s). - Develop an emergency response plan to address any instances of water damage, ensuring the quick and efficient cleanup of any affected areas to miniimise hazards. - Regularly review workplace health and safety procedures and conduct refresher training courses for employees as needed to maintain necessary knowledge and skills for identifying and managing risks associated with WC pan and cistern replacements.		
12. Cleanup and disposal	Inadequate waste disposal, slips and trips	2M	- Ensure all workers are aware of the correct waste disposal procedures and have completed the necessary training for handling and disposing of materials associated with replacing a broken WC pan and cistern. - Clearly mark designated waste disposal areas and bins, providing specific instructions on how to safely dispose of debris, including broken glass, ceramic pieces, and other hazardous materials.	1L	

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			- Regularly inspect the workplace to identify potential slip and trip hazards, such as clutter, wet surfaces, or uneven flooring, and take immediate action to resolve these issues. - Provide workers with adequate personal protective equipment (PPE) such as non-slip shoes, gloves, and safety glasses to miniimise risks associated with handling sharp or slippery materials. - Establish clear pathways for workers to safely navigate the worksite, ensuring that tools, materials, and debris do not obstruct walkways. - Implement proper housekeeping practices, such as frequently sweeping and cleaning work areas to prevent an accumulation of dust, debris, or spilled liquids that may lead to slips and trips. - Store materials and supplies in designated areas when they are not in use, keeping them off the floor and away from high traffic areas. - Promote a culture of safety within the workplace by encouraging workers to report any observed hazards or potential risks relating to cleanup and disposal processes. - Use spill containment materials like absorbent pads or spill kits to quickly address liquid spills, ensuring that the area is thoroughly cleaned and dried afterward. - Develop and enforce a strict "clean-as-you-go" policy, requiring workers to maintain a clean and organised workspace throughout the duration of the project. - Provide adequate lighting in all work areas to help workers identify and avoid potential slip and trip hazards during the cleanup process. - Evaluate the effectiveness of the implemented control measures periodically and make adjustments if needed to continuously improve the safety of the cleanup and disposal process.		

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**	