

Silica Dust | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Silica Dust

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

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.

NAME

SIGNATURE

DATE

If an incident or a near miss occurs, all work must stop immediately. Depending on the severity of the incident, a meeting will be called with all workers to amend the SWMS if required. The meeting may also be an educational opportunity.

Any changes made to the SWMS after an incident or a near miss must be approved by the Person Conducting Business or Undertaking and communicated to all relevant personnel.

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

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CLIENT OR PRINCIPAL CONTRACTOR DETAILS

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

ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT

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

ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY

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

RISK MATRIX											
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HEIRARCHY OF CONTROLS			
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE						
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED				
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.				
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.				
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.				
<p>Notes on Hierarchy of Controls: Elimination methods are the most effective and preferred when controlling a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the third most effective, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment) is the least effective method.</p>											
PERSONAL PROTECTIVE EQUIPMENT (PPE)											
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING PROTECTION	EYE PROTECTION	RESPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable).											
<p>Note: A SWMS must be reviewed regularly to make sure it remains effective. A SWMS must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.</p> <p>When a SWMS has been revised, the person conducting a business or undertaking must ensure all:</p> <ol style="list-style-type: none"> 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	Inhalation of silica dust, Slip and fall hazards	3H	<ul style="list-style-type: none"> - Conduct a risk assessment before commencing work to identify the severity of the hazards and potential exposure levels to silica dust. - Develop and implement a site-specific safety plan that outlines the necessary precautions and procedures for handling and managing silica dust. - Ensure proper housekeeping practices are in place, such as regular cleaning of surfaces and equipment to reduce the buildup of silica dust. - Provide workers with personal protective equipment (PPE), including respiratory masks designed to protect against inhalation of silica dust, goggles or safety glasses for eye protection, and non-slip footwear to prevent falls. - Train workers on the importance of wearing PPE consistently and correctly, as well as how to maintain and store it properly. - Develop a comprehensive silica dust control plan that includes the use of appropriate engineering controls, such as dust extraction systems, enclosed workspaces, and wet cutting methods to minimise airborne silica dust particles. - Establish designated areas for mixing, cutting, and grinding processes that produce silica dust to contain and limit contamination to specific locations. - Implement administrative controls such as shift rotation or limiting worker exposure time in high-dust areas to reduce overall exposure to silica dust. - Clearly mark and maintain walkways and paths within the worksite to help prevent slip and fall accidents related to silica dust accumulation. - Provide awareness training for all staff about the hazards associated with silica dust and best practices for preventing slips, trips, and falls in the workplace. - Continuously monitor silica dust levels in the work area using real-time monitoring devices or air sampling techniques, and respond accordingly when levels exceed permissible exposure limits. - Establish an emergency response plan for incidents involving silica dust exposure or slip and fall accidents, including first-aid procedures, medical attention, and site evacuation if necessary. - Conduct regular audits and inspections of workspaces, equipment, and employee practices to ensure compliance with safety procedures and identify potential issues before they become dangerous hazards. 	2M	
2. Site Setup	Flying debris, Noise pollution	2M	<ul style="list-style-type: none"> - Enclose the work area with suitable barriers or screens to prevent silica dust and debris from escaping to non-work areas, protecting nearby workers and the public from flying debris. - Provide appropriate personal protective equipment (PPE) for workers such as eye protection, earplugs, or earmuffs to ensure their safety from flying debris and noise pollution during site setup. 	1L	

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			<ul style="list-style-type: none"> - Inspect and maintain tools and equipment on a regular basis to ensure they are in good working condition, minimising potential hazards caused by equipment failure. - Display clear signage around the worksite to warn workers and visitors about the presence of silica dust and the associated risks of flying debris and noise pollution. - Develop a site-specific induction programme for all workers involved in the project to ensure they are aware of the hazards, control measures, and emergency procedures in place. - Implement wet cutting techniques and other engineering controls like local exhaust ventilation systems, where possible, to reduce airborne silica dust levels and minimise the risk of flying debris. - Schedule work activities that could generate significant levels of silica dust and noise pollution during periods when fewer workers are present on-site, reducing overall exposure. - Promote rotation of workers or schedule regular breaks to limit their continuous exposure to the hazards of silica dust-generated flying debris and noise. - Foster an open dialogue between the management team and workers regarding workplace health and safety, ensuring any concerns raised are properly addressed and communicated effectively. - Monitor and review the implemented control measures regularly to evaluate their effectiveness, making necessary adjustments or improvements when needed to ensure optimal worker safety throughout the site setup process. 		
3. Tool Selection	Incorrect tool use, Electrical hazards	3H	<ul style="list-style-type: none"> - Ensure that all workers are provided with appropriate training on the correct use and operation of tools, including any specific silica dust extraction equipment. - Conduct a thorough risk assessment before selecting tools, considering factors such as power source, vibration levels, and the intended application to minimise exposure to silica dust. - Choose tools ensuring they have built-in dust control features like HEPA filters, cyclonic action, or water attachment systems to effectively reduce the generation of airborne silica dust particles during work processes. - Regularly inspect all tools, equipment, and extension cords to identify any potential electrical hazards, and repair or replace them promptly if any signs of damage are present. - Always follow manufacturer's guidelines for tool usage, maintenance, and personal protective equipment requirements to reduce risks of injury. - Use ground-fault circuit interrupters (GFCIs) or residual current devices (RCDs) for electrical connections in wet environments or when using electrical tools near water sources to prevent electrical shock. 	2M	

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			<ul style="list-style-type: none"> - Implement safety procedures for disconnecting and storing tools when not in use, such as unplugging power cord tools and removing batteries from cordless tools to avoid accidental activation. - Encourage workers to take regular breaks and rotate job functions to minimise overexertion and repetitive motion injuries that can result from prolonged periods of using certain tools. - Establish a clear communication system between workers to alert others of potential hazards while using tools, such as verbal signals or visual cues like flags or signage. - Provide appropriate personal protective equipment (PPE) such as gloves, safety eyewear, and hearing protection to workers, in addition to respiratory protection like N95 masks or respirators if required for silica dust exposure. - Restrict access to only trained and authorised personnel in designated work areas where silica dust-producing tools are being used to limit potential hazards. - Ensure proper ventilation and air monitoring in the work area to maintain acceptable levels of airborne silica dust and to quickly identify and address any issues. - Conduct regular audits and reviews of worksite safety policies and procedures to ensure that all control measures are being effectively implemented and continuously evaluated for improvement opportunities. 		
4. Material Handling	Manual handling injuries, Struck by objects	2M	<ul style="list-style-type: none"> - Proper Lifting Techniques: Workers must be trained in appropriate lifting practices, ensuring that they bend their knees, maintain a straight back, and avoid twisting or reaching while lifting heavy objects. This can help to minimise any strains or muscle injuries caused by manual handling. - Use of Mechanical Aids: Incorporate suitable mechanical aids, such as trolleys, pallet jacks, or hoists, to reduce the need for direct manual handling of heavy or bulky materials. This can lower the risk of cumulative stress on the body. - Store Materials at Ergonomic Heights: Position stored materials at knee to shoulder height to facilitate easier handling and reduce excessive bending, reaching or straining when accessing materials. - Clear Access Routes: Keep pathways clear of obstructions and debris to ensure safe material transport and reduce the risk of slips, trips, and falls. - Personal Protective Equipment (PPE): Equip workers with necessary PPE such as gloves, safety footwear, and high-visibility vests to protect against potential hazards from material handling tasks. - Housekeeping: Implement regular cleaning schedules to maintain a tidy workspace, thus reducing the risk of accidents due to misplaced objects or cluttered areas. 	1L	

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			<ul style="list-style-type: none"> - Safe Stacking Practices: Ensure all materials are securely stacked and stored in a stable manner. Limit stack heights, use chocks or bracing to prevent materials from shifting or collapsing. - Team Lifting Approach: Encourage workers to assist each other in lifting and transporting heavy or awkward materials, to minimise the risk of injuries due to overexertion. - Signage and Barricades: Clearly mark designated loading and unloading zones, along with potential hazards like moving equipment, to keep workers informed and minimise the risk of accidents. - Training and Supervision: Regularly conduct training sessions for employees, highlighting the risks associated with material handling and providing guidelines on proper work methods. Maintain strong supervision to ensure workers adhere to safety practices and promptly address any unsafe behaviour. 		
5. Cutting Process	Exposure to silica dust, Lacerations	3H	<ul style="list-style-type: none"> - Proper training and supervision: Ensure that all workers involved in the cutting process are adequately trained and supervised to handle equipment correctly, reducing the risk of laceration and minimising silica dust generation. - Use dust suppression methods: Implement a wet cutting method or use tools with integrated dust extraction capabilities to reduce airborne silica dust particles during the cutting process. - Personal Protective Equipment (PPE): Provide suitable PPE such as respiratory masks (e.g., N95 or better), safety gloves, and goggles/face shields to protect workers from inhaling silica dust or sustaining lacerations. - Adequate ventilation: Make sure the work area is well-ventilated, using exhaust fans if necessary, to dissipate any airborne silica dust in the atmosphere and maintain good air quality. - Regular inspection and maintenance of cutting equipment: Perform regular checks on cutting tools to verify that their features for controlling silica dust exposure are working correctly and that blades are sharp to prevent accidents related to blunt tools. - Pre-cutting hazard assessment: Conduct an assessment before starting any cutting work to identify potential hazards and determine the best cutting techniques, tools, and controls to minimise laceration and silica dust exposure risks. - Safe work practices: Establish clear protocols around tool handling, cutting techniques, and clean-up procedures to minimise the chances of accidents and to generate less silica dust. - Isolate cutting and processing areas: Set up designated cutting zones away from other work areas to minimise the impact of silica dust exposure on both personnel and the surrounding environment. 	2M	

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			<ul style="list-style-type: none"> - First aid supplies and emergency response plan: Stock adequate first aid supplies on-site and develop a clear emergency response plan in case of any accidents, such as cuts or inhaling silica dust, to provide immediate medical attention when needed. - Regular monitoring and review of control measures: Continuously monitor and review the effectiveness of implemented control measures by conducting periodic inspections and updating protocols based on any identified issues or advancements in the industry best practices for preventing silica dust exposure and lacerations. 		
6. Wet Cutting Method	Mould growth, Damp conditions causing slips	2M	<ul style="list-style-type: none"> - Ensure that all workers handling silica-laden materials receive proper training in wet cutting techniques and are aware of the potential hazards associated with silica dust. - Utilise appropriate Personal Protective Equipment (PPE) such as gloves, masks, goggles, and boots to minimise direct contact with silica dust and prevent slips due to damp conditions. - Encourage workers to wear non-slip footwear specifically designed for wet or damp conditions to avoid the risk of slips and falls. - Implement thorough cleaning procedures in the work area to remove any standing water and prevent mould growth caused by dampness. - Reduce cutting speeds and use water-supply shrouds fitted to the cutting equipment to ensure optimal water flow during the wet cutting process, helping to contain and reduce the amount of airborne silica dust. - Use vacuum-assisted ventilation systems to capture excess airborne dust particles, preventing buildup of moisture and reducing the risk of mould growth. - Regularly inspect work areas for any signs of mould growth and take immediate corrective action if any signs are present. - Develop, implement, and enforce a strict maintenance schedule for all wet cutting equipment, ensuring their proper functioning and maintaining their efficacy in controlling silica dust emissions. - Assign designated drying areas for wet-cut equipment and materials to minimise the spread of dampness in the workspace. - If possible, perform wet cutting tasks during appropriate weather conditions to reduce the chances of increased dampness affecting both the cut materials and surrounding environment. - Use barriers or temporary enclosures to separate wet cutting areas from other workspaces, keeping general work areas dry and hazard-free. - Schedule regular breaks for workers involved in wet cutting operations, allowing them a chance to properly dry off and minimise prolonged exposure to damp working conditions. 	1L	

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			<ul style="list-style-type: none"> - Keep detailed records of any workers' illnesses or injuries related to exposure to silica dust, mould, or damp conditions. Conduct regular reviews of these records to identify trends or areas for improvement in hazard control measures. - Continuously review and update the Safe Work Method Statements (SWMS) for wet cutting operations, integrating any new industry best practices or technological advancements to provide effective protection against silica dust hazards and related risks. 		
7. Dust Collection	Ineffective dust control, Poor ventilation	3H	<ul style="list-style-type: none"> - Properly install and maintain dust extraction systems at the source of dust generation, ensuring they are in good working condition. - Utilise industrial vacuum cleaners compatible with silica dust to regularly clean work areas and prevent accumulation of dust on surfaces. - Conduct regular inspections of ventilation systems to ensure they are functioning efficiently and not obstructed. - Create designated clean-up zones where silica dust can be disposed of safely, away from other workers and work areas. - Ensure all workers wear appropriate respiratory protective equipment (RPE) such as P2 or N95 respirators while working in areas exposed to silica dust. - Promote proper techniques for lifting and handling materials containing silica dust to minimise disturbance and airborne particles. - Wet down dusty work areas or materials using a water hose with a spray nozzle to reduce the amount of airborne dust. - Implement periodic air quality assessments to determine overall effectiveness of dust controls and to identify any areas requiring additional measures. - Display visible signage and warnings in work areas where exposure to silica dust is likely, and provide proper training about its hazards and control measures. - Install barriers and temporary enclosures around high dust-generating tasks to isolate the work area and prevent the spread of dust to surrounding areas. - Foster open communication between supervisors and employees, encouraging them to report any concerns or suggestions relating to dust control and workplace safety. - Store unused construction materials that generate silica dust in sealed containers or under tarpaulins to reduce potential for airborne dust exposure. - Regularly review and update safe work procedures based on changes in the work environment, equipment or technology improvements, and employee feedback. - Encourage workers to practice good personal hygiene such as washing hands and faces before eating or drinking, and provide facilities for them to change into clean clothes before leaving the work site. 	2M	

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8. PPE Use	Inappropriate PPE, Lack of understanding of PPE usage	2M	<ul style="list-style-type: none"> - Provide training to workers on the proper selection, fitting, and wearing of PPE specifically designed for silica dust exposure. - Ensure that all workers have access to appropriate respirators with at least a P2 filter rating as per Australian standards. - Regularly inspect respirators to ensure they are in good working condition, free from defects, and properly maintained. - Implement a strict policy requiring workers to wear protective clothing such as dust-resistant coveralls or disposable over garments to reduce skin contact with silica dust. - Require the use of gloves made from material resistant to silica dust penetration and provide regular replacements if needed. - Mandate the use of safety goggles or full-face shields to protect eyes from airborne silica dust particles. - Provide workers with clear safety guidelines explaining when and how to don personal protective equipment during specific tasks. - Encourage workers to speak up if their PPE seems unsuitable or ill-fitting and make adjustments accordingly. - Schedule regular toolbox talks to reinforce the importance of PPE usage and emphasise its role in protecting workers' health and safety. - Conduct periodic checks to ensure workers are wearing their PPE correctly and promptly address any compliance issues. - Ensure that adequate supplies of PPE are available at all times and promptly replace any damaged or worn-out equipment. - Provide easy-to-understand visual guides that demonstrate proper PPE use for workers with language barriers or low literacy skills. - Offer ongoing support and guidance to workers who may need assistance with understanding and using their PPE effectively. - Foster a culture of accountability by holding all team members responsible for proper PPE usage, including supervisors and managers who must lead by example and encourage safe behaviour among their teams. 	1L	
9. Health Monitoring	Failure to identify symptoms, Inadequate medical support	2M	<ul style="list-style-type: none"> - Implement a comprehensive health monitoring programme for all workers exposed to respirable crystalline silica, including regular medical examinations and pulmonary function tests. - Provide training on the signs and symptoms of silica dust exposure and associated health risks, ensuring that workers can identify and report any concerns promptly. 	1L	

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			<ul style="list-style-type: none"> - Establish clear reporting procedures to encourage employees to communicate any potential silica dust exposure symptoms or incidents to their supervisor or designated occupational health professional. - Assign a qualified occupational health practitioner to assess workers' health status and provide appropriate support for managing the specific risks associated with silica dust exposure. - Develop a written silica exposure control plan outlining the preventive measures and emergency response procedures in case of an exposure incident. - Ensure that workers who experience symptoms related to silica dust exposure are given prompt access to appropriate medical treatment, including any necessary follow-up care. - Review and revise the current company procedures and work processes to minimise the risk of silica dust exposure and ensure that the most up-to-date safety guidelines are followed consistently. - Conduct regular worksite inspections and audits to confirm that effective dust control methods and personal protective equipment (PPE) are both utilised and maintained correctly. - Encourage open communication between employees and management regarding workplace health hazards and improvement suggestions, fostering a proactive safety culture within the organisation. - Coordinate with local healthcare providers to arrange periodic health workshops or seminars focused on the risks and prevention of silica dust-related illnesses, boosting worker awareness and maintaining company compliance. - Monitor and evaluate the effectiveness of implemented control measures, adapting them as needed to ensure ongoing protection for employees against harmful silica dust exposure. 		
10. Breaks and Rest Periods	Fatigue, Dehydration	2M	<ul style="list-style-type: none"> - Implement a regular break schedule for workers to prevent fatigue and allow for rest periods throughout the workday. - Provide workers with access to comfortable break areas that offer shelter from extreme weather conditions and adequate seating arrangements. - Encourage employees to take small breaks and stretch intermittently during work tasks to release muscle tension and avoid overexertion. - Establish an effective hydration programme by providing access to clean, cool drinking water at all times and encouraging regular water intake. - Offer a variety of hydrating beverages, such as sports drinks, which can help replenish lost electrolytes and ensure workers stay properly hydrated. - Monitor ambient temperature and humidity levels at the worksite and adjust work-rest schedules accordingly to minimise the risk of heat-related illnesses and dehydration. 	1L	

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			<ul style="list-style-type: none"> - Educate workers on the importance of staying well-hydrated, recognizing early signs of dehydration, and taking appropriate actions when they feel fatigued or experience symptoms. - Utilise appropriate personal protective equipment (PPE), such as respirators and dust masks, to limit worker exposure to silica dust and other airborne contaminants. - Ensure proper ventilation and air filtration systems are in place to reduce airborne dust particles and maintain a healthier working environment for workers. - Schedule high-intensity work tasks during cooler parts of the day and in shaded areas whenever possible to limit physical exertion and heat stress. - Foster a supportive and collaborative work culture that encourages workers to communicate openly about their physical and mental health and seek assistance if needed. - Make provisions for on-site medical support, such as first aid personnel, emergency contacts, or nearby medical facilities, to address any health issues that occur during work promptly. - Review and continuously improve the Safe Work Method Statement (SWMS) to include the latest industry best practices and learnings from past incidents to manage hazards related to breaks and rest periods effectively. 		
11. Equipment Maintenance	Unmaintained tools, Breakdown during operation	2M	<ul style="list-style-type: none"> - Implement a regular maintenance and inspection schedule for all equipment used in the worksite, including power tools, dust extraction systems, and personal protective equipment. - Ensure that all workers are adequately trained in equipment handling, inspection, and maintenance procedures, to reduce the risk of malfunction or injury related to unmaintained tools. - Identify critical components of tools and equipment that require frequent monitoring and replacement due to wear and tear, such as filters, blades, and belts. - Keep a logbook of equipment maintenance history, including checks carried out, identified issues, and repairs or replacements made. This will help in tracking recurrent problems and planning scheduled maintenance. - Encourage workers to report any concerns regarding the functionality or safety of equipment immediately. Establish a system for addressing these reports in a timely manner. - Store tools and equipment in designated, clean, and dry areas. Keep them organised and protected from damage when not in use, reducing the likelihood of malfunctions during operation. - Develop an inventory management system to ensure that necessary spare parts and consumables are readily available for tool maintenance and repair. 	1L	

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			<ul style="list-style-type: none"> - Use only original manufacturer parts and accessories for all equipment maintenance and repair tasks. Avoid using generic parts that may not meet the performance and safety requirements of the equipment. - Equip maintenance personnel with the appropriate tools, resources, and knowledge to perform equipment maintenance effectively and safely. - Perform routine servicing on all power tools and dust extraction systems following manufacturer's recommendations, ensuring optimal efficiency and effectiveness. - Periodically inspect the proper functionality of safety features such as emergency stop buttons, guards, and interlocks on equipment and repair or replace them if needed. - Plan and allocate sufficient time for equipment maintenance and thorough inspections within project schedules. Avoid rushing through maintenance checks to minimise the risk of overlooking potential hazards. - Conduct a regular equipment audit to identify underused, obsolete, or excessively damaged tools and equipment. Plan for their disposal, replacement or repair as needed to maintain an optimally functioning and safe work environment. 		
12. Cleanup	Release of dust particles, Improper waste disposal	3H	<ul style="list-style-type: none"> - Ensure regular and proper cleanup of the worksite by prioritising housekeeping activities, such as sweeping and vacuuming to prevent dust accumulation. Use high-efficiency particulate air (HEPA) filtered vacuum cleaners instead of dry sweeping or compressed air. - Wet wipe surfaces or use wet methods like wet suppression techniques for dust control in areas that require cleaning to reduce dust particles suspended in the air. - Assign trained personnel to execute cleanup duties while wearing appropriate personal protective equipment (PPE) such as respirator masks, gloves, and safety goggles to minimise exposure to airborne dust particles. - Schedule cleanup at the end of each shift or as frequently as needed to minimise dust dispersal at the worksite and keep the environment free from dust hazards. - Utilise regulated and approved disposal methods for hazardous waste materials generated during cleanup. This includes appropriate storage containers, such as heavy-duty bags, which must be appropriately sealed before disposal. - Implement proper waste segregation practices, separating residual silica dust waste from general waste, and using clearly labelled and designated bins for easy identification. - Establish a designated area specifically for storing hazardous waste material temporarily until it can be collected and disposed of correctly according to local regulations. - Make sure to monitor the effectiveness of control measures in place and regularly review their adequacy to ensure continual improvement in mitigating hazards related to dust release. 	2M	

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			<ul style="list-style-type: none"> - Conduct regular toolbox talks and safety meetings with all workers regarding proper handling, disposal, and cleanup procedures associated with silica dust to enhance awareness. - Develop and maintain an Emergency Response Plan (ERP) that addresses potential incidents related to silica dust exposure and improper waste disposal. Ensure all workers are familiarised with the plan and implement necessary training to enforce protocols effectively. 		

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

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

LEGISLATIVE REFERENCES

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

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

SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

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

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

SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

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

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

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

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

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

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

SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

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

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