

Spray Painting | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Spray Painting

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.

--	--	--

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"> persons involved in the work are advised that a revision has been made and how they can access the revised SWMS; 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, 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	Slips, trips and falls, Exposure to hazardous fumes	3H	<ul style="list-style-type: none"> - Ensure a clean and clutter-free workspace by removing any potential tripping hazards, such as tools or equipment. - Clearly mark designated work areas with highly visible barrier tape or cones to prevent unauthorised access or accidental intrusions. - Conduct regular inspections of the work area to identify and promptly address any potential hazards, such as spills or debris. - Train all personnel involved in spray painting operations on proper safety procedures, including how to handle hazardous fumes and avoid slips and falls. - Utilise slip-resistant footwear for all personnel involved in spray painting tasks. - Install adequate ventilation systems and exhaust fans to minimise exposure to hazardous fumes during spray painting operations. - Require workers to wear appropriate Personal Protective Equipment (PPE), such as masks, gloves, and safety goggles, to protect against chemical fumes and other potential hazards. - Maintain an up-to-date Safety Data Sheet (SDS) for all chemicals used in spray painting processes and provide easy access for all workers. - Implement a buddy system where workers can monitor each other's adherence to safety protocols and promptly address any issues they encounter. - Establish proper waste management practices for disposing of paint residues, cans, and other materials to minimise environmental impact and ensure compliance with local regulations. - Regularly review and update the Safe Work Method Statement (SWMS) to incorporate evolving safety standards and best practices in spray painting operations. - Hold regular safety meetings to reinforce the importance of following established SWMS procedures and encourage workers to report any concerns or potential dangers they observe. - Keep a well-stocked first aid kit readily available in case of accidents or emergencies in the spray painting work area. - Conduct periodic refresher training sessions for all personnel involved in spray painting to ensure continuous awareness and understanding of safety protocols and hazard mitigation strategies. 	1L	
2. Surface Cleaning	Eye irritation from dust, Respiratory issues from chemicals	3H	<ul style="list-style-type: none"> - Provide appropriate Personal Protective Equipment (PPE) such as safety goggles, dust masks or respirators, and gloves to all workers involved in the surface cleaning process. - Conduct a thorough risk assessment of the work area to identify potential sources of eye irritation and respiratory hazards, as well as implement necessary controls. 	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"> - Ensure proper ventilation in the work area, either by providing natural ventilation through open doors and windows or by using exhaust fans and air filtration systems, to minimise the inhalation of dust and chemical fumes. - Use safer alternatives for cleaning chemicals, such as low-VOC (volatile organic compound) products, where possible to reduce chances of respiratory issues. - Properly train workers on the correct use, handling, and storage of cleaning chemicals to prevent accidental exposures and spills. - Clearly label and store all hazardous chemicals according to regulatory requirements, ensuring their compatibility to prevent dangerous reactions. - Utilise wet cleaning methods, such as damp wiping surfaces instead of dry sweeping, to minimise the generation of dust during the cleaning process. - Implement a regular cleaning schedule to maintain a clean and organised workspace, reducing the accumulation of dust and chemical residue. - Encourage regular breaks for workers, allowing them to move away from the workspace and take fresh air to reduce the continuous exposure to dust and chemicals. - Make Material Safety Data Sheets (MSDS) available and easily accessible for all cleaning chemicals used in the workplace, providing important information about hazards, precautions, and first aid measures associated with their use. - Establish an emergency response procedure for incidents involving eye irritation or breathing difficulties, including immediate access to eye wash stations and first aid kits. - Regularly review and update the SWMS for Spray Painting, ensuring that control measures are effectively addressing hazards and minimising risks related to surface cleaning in the workplace. 		
3. Masking	Skin irritation from tape adhesive, Prolonged awkward posture during masking	2M	<ul style="list-style-type: none"> - Proper training: Workers should be adequately trained on the correct masking techniques to minimise skin contact with tape adhesive and reduce the risk of skin irritation. - Use hypoallergenic tape: Utilise masking tape that is less likely to cause skin reactions, especially for workers with sensitive skin or known allergies. - Wearing appropriate PPE: Wear gloves, long sleeves, and trousers to minimise direct skin contact with tape adhesive. - Implement frequent breaks: Avoid prolonged awkward postures by organising regular short breaks for stretching and readjusting positions. - Monitor symptoms: Encourage workers to report any discomfort or signs of skin irritation so that adjustments can be made promptly. - Rotate tasks: Rotate workers through different tasks to decrease the time spent in awkward positions during masking. 	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"> - Workstation ergonomics: Ensure workstations are set up correctly, allowing enough room for workers to move comfortably while performing tasks. - Provide supportive equipment: Supply workers with adjustable stools, benches, or anti-fatigue mats to aid in better posture during masking activities. - Implement a buddy system: Assign workers to assist each other with difficult-to-reach or uncomfortable masking tasks. - Promote healthy habits: Encourage workers to maintain good physical fitness levels, hydrate frequently, and incorporate stretches into their daily routine for overall well-being. - Adhere to safe work protocols: Ensure adherence to the company's Safe Work Method Statements (SWMS) for all masking operations. - Regularly inspect PPE: Routinely check the condition of gloves, clothing, and other PPE used during masking activities, replacing when necessary. - Consult an ergonomist: Seek guidance from professional ergonomists regarding workspace design and workflow modifications for optimal worker safety. - Periodic evaluations: Review and update the SWMS for spray painting on a regular basis to ensure the adequate management of risks associated with masking operations. 		
4. Equipment Setup	Electrical hazards, Malfunctioning equipment	2M	<ul style="list-style-type: none"> - Regular inspection and maintenance of electrical equipment: Ensure that all electrical equipment, including spray painting tools and accessories, are regularly inspected and maintained by a qualified electrician or technician. - Use of proper PPE: Workers must wear appropriate personal protective equipment (PPE) such as safety goggles, gloves, and respirators while setting up equipment for spray painting to mitigate the chance of an injury due to malfunctioning equipment. - Electrical safety training: Train and educate workers on how to recognise and deal with potential electrical hazards, especially when dealing with high-voltage connections and power sources. - Clear workspace: Ensure that the area where the spray painting equipment is set up remains clean and free from clutter or obstacles that could cause trips, slips, or falls. - Proper grounding of equipment: Make sure that all equipment, including portable generators, are properly grounded to prevent electrical shock. - Placement of equipment: Position spray painting equipment, hoses, and power cables in a manner that prevents them from becoming entangled or creating trip hazards. - Ventilation: Install adequate ventilation in the spray painting area to help disperse any flammable vapors and reduce the risk of fire, explosion, or inhalation of hazardous fumes. 	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"> - Safe storage of flammable materials: Store all flammable materials and substances away from sparks or ignition sources, in clearly marked containers, and under appropriate safekeeping conditions. - Inspection of equipment before use: Conduct thorough checks of all spray painting equipment for signs of wear and tear before use. Replace damaged or worn parts immediately. - Emergency response procedures: Workers should be trained in emergency response procedures and, in case of malfunctioning equipment, quickly shut down power sources and notify supervisors. - Access to first aid kits: Maintain a well-stocked first aid kit near the work area, ensuring workers have quick access to necessary supplies in case of an accident related to equipment setup or malfunction. - Clear labeling and signage: Use clear labels and signs to indicate potential hazards and identify safe equipment operating procedures. - Risk assessments: Conduct regular risk assessments of the workplace to identify any potential hazards that may arise during equipment setup, such as changes to the environment or conditions, and implement appropriate control measures in response. 		
5. Spray Painting - Basecoat	Inhalation of toxic fumes, Eye irritation from paint spray	3H	<ul style="list-style-type: none"> - Ensure proper ventilation: Set up the spray painting area in a well-ventilated space or use a professional spray booth with an exhaust fan system to remove toxic fumes and minimise inhalation risks. - Utilise respirators: Provide appropriate respirators, such as air-purifying or supplied air respirators, for workers conducting spray painting tasks to protect against inhalation of toxic fumes. - Wear goggles or face shields: Protect the eyes by wearing goggles or full-face shields to avoid direct exposure to paint particles and reduce the risk of irritation. - Use low-VOC, non-toxic paints: Select paints that have low levels of volatile organic compounds (VOCs) and are less harmful to help reduce the emission of toxic fumes during spray painting. - Implement paint spraying technique training: Train employees in proper spraying techniques to ensure effective and efficient paint application with minimal overspray, reducing the risk of eye irritation from stray paint droplets. - Position warning signs: Place visible warning signs around the work area, highlighting possible hazards related to spray painting, including risks related to inhalation of toxic fumes and eye irritation. - Properly maintain equipment: Regularly clean and maintain spraying equipment to reduce the likelihood of excessive paint sprays, minimising the risk of eye irritation. - Establish emergency eye-wash stations: Install eye wash stations near the spray painting area, allowing for quick and easy access should eye irritation occur. 	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"> - Designate specific spray areas: Clearly mark designated areas for spray painting activities to separate workers not involved in these tasks, reducing their exposure to hazards. - Consider shift rotations: Limit the duration of work shifts for employees conducting spray painting operations, reducing their exposure to potentially hazardous fumes. - Encourage frequent breaks: Allow time for employees to take breaks away from the spray painting area, ensuring they can breathe fresh air and rest their eyes. - Store paint materials safely: Keep paint containers tightly sealed when not in use and store them away from heat sources to reduce the risk of fumes being released into the working environment. - Implement a hazard communication plan: Develop a system for communicating information about the associated hazards of spray painting tasks, including providing relevant Material Safety Data Sheets (MSDS) and ensuring employees are aware of the risks and control measures. 		
6. Spray Painting- Clear coat	Mishandling of equipment, Flammable materials ignition	3H	<ul style="list-style-type: none"> - Proper Training and Supervision: Ensure that all workers handling the spray painting equipment are well-trained in its use, handling, and safety procedures. A designated supervisor should also closely monitor the work area to ensure that safety precautions are being followed. - Regular Inspection of Equipment: Regularly inspect and maintain the spray painting equipment as per the manufacturer's guidelines, checking for any leaks or damage that could lead to potential hazards. - Personal Protective Equipment (PPE): Workers must wear proper PPE, including a respirator or mask, safety goggles, gloves, and long-sleeve clothing to protect themselves from any potential health risks associated with the materials being sprayed. - Ventilation and Exhaust Systems: The spraying area should have a well-functioning ventilation and exhaust system to reduce the risk of fumes building up in the workspace, which can lead to flammable material ignition. - No Smoking Policy: Strictly enforce a no-smoking policy in the spray painting area to minimize the chances of ignition from open flames or embers. - Spray Booth Fire Suppression System: Ensure that an appropriate fire suppression system is in place in the spray booth, as flammable materials can ignite quickly if not controlled properly. - Appropriate Storage of Flammable Materials: Store flammable materials in approved containers and in a separate storage area away from ignition sources. - Adequate Spacing Between Workstations: Ensure that there is sufficient space between workstations in the spray painting area to minimize the risk of accidental contact and ignition of flammable materials. 	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
			<ul style="list-style-type: none"> - Emergency Equipment Accessibility: Make sure that fire extinguishers, spill containment kits, and any other emergency equipment are easily accessible in case of an incident. - Regular Safety Briefings and Drills: Conduct regular safety briefings for staff members to remind them of the potential hazards associated with spray painting and the clear coat application process, ensuring that everyone is well-informed about the control measures in place. Additionally, hold emergency response drills so that staff members are prepared to respond correctly and efficiently in case of an incident. 		
7. Drying and Curing	Exposure to high temperatures, Explosion risk from flammable products	3H	<ul style="list-style-type: none"> - Limit the exposure of workers to high temperatures by enforcing appropriate break schedules and providing adequate ventilation in the drying and curing area. - Ensure that all workers are properly trained in the operation and monitoring of ovens designed for drying and curing spray painted surfaces. - Utilise heat-protective gear such as insulation gloves, face shields, and aprons when handling hot items or working near high-temperature equipment. - Install temperature sensors and alarms within curing and drying equipment to notify workers if the temperature exceeds safe operating limits. - Maintain proper storage of flammable products in a designated area away from ignition sources and follow guidelines for their handling and disposal. - Equip drying and curing areas with fire extinguishers and other fire safety equipment in the event of an ignition of flammable materials. - Implement proper ventilation and air filtration systems to minimise the build-up of flammable fumes and vapors in the workplace. - Clearly mark designated smoking areas and enforce strict policies prohibiting the use of open flames or spark-producing equipment near drying and curing stations. - Conduct regular safety inspections to ensure compliance with Workplace Health and Safety regulations and promptly address any hazards identified. - Develop an emergency action plan that includes clear instructions for evacuation and procedures for responding to fires, chemical spills, and other incidents related to drying and curing processes. - Provide ongoing training and education for all workers on hazard identification, risk assessment, and the use of necessary protective measures and equipment to maintain a safe work environment. - Regularly review and update Standard Work Method Statements (SWMS) to incorporate new risks and emerging best practices for managing hazards associated with spray painting drying and curing processes. - Encourage an open culture of communication where workers feel comfortable reporting any potential hazards, accidents, or near misses so that appropriate actions can be taken to prevent reoccurrence. 	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
8. Inspection & Touch-ups	Ergonomic stress, Exposure to chemical residues	2M	<ul style="list-style-type: none"> - Proper training: Ensure all workers involved in the inspection and touch-up process are adequately trained in ergonomic techniques, as well as identifying and minimising hazards associated with chemical residues. - Use of appropriate personal protective equipment (PPE): Workers should be provided with PPE such as safety goggles, gloves, respiratory masks, and coveralls to protect against exposure to chemical residues. - Workstation set-up: Design and maintain workstations in a manner that reduces ergonomic stress by allowing workers to maintain neutral postures, minimise repetitive motions, and adjust their positions as required. - Adjustable equipment: Offer adjustable tools, devices, and furniture that can be customised to suit individual worker's needs, ensuring comfortability in order to minimise ergonomic stress. - Adequate breaks and rotations: Encourage regular breaks and job rotations amongst workers to prevent prolonged exposure to ergonomic stressors and chemical hazards present during the inspection and touch-ups process. - Ventilation: Implement suitable ventilation systems, exhaust hoods, or extractor fans to minimise the accumulation of chemical residues and fumes within the workspace. - Correct use of spray painting equipment: Provide guidance on the proper use and handling of spray painting equipment to minimise the risk of exposure to chemical residues and reduce the need for subsequent touch-ups. - Regular maintenance and cleaning: Schedule routine maintenance and cleaning routines for tools and workspaces in order to reduce the buildup of hazardous chemical residues. - Safe storage and disposal: Ensure chemicals are properly stored, and waste materials are disposed of according to relevant environmental and safety regulations to minimise potential hazards. - Periodic reviews and assessments: Conduct regular workplace health and safety assessments to identify areas of improvement in the overall management of hazards associated with ergonomic stress and exposure to chemical residues during the inspection and touch-up process. 	1L	
9. De-masking	Sharp edges from cut masking tape, Abrasions and cuts	2M	<ul style="list-style-type: none"> - Prior to de-masking, ensure that employees have received thorough training on the correct techniques and processes to avoid injuries from sharp edges, abrasions, and cuts. - Conduct a comprehensive risk assessment of the work area to identify potential hazards and implement necessary safety measures before beginning de-masking. - Make sure all employees are wearing appropriate personal protective equipment (PPE) such as safety gloves, long sleeves, and safety glasses to minimise the risk of accidents from sharp edges or abrasive surfaces. 	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"> - Provide suitable tools and equipment for de-masking tasks, such as safety knives with retractable blades and soft-grip handles. - Dispose of cut masking tape and other sharp waste materials in a designated waste container with a lid to prevent accidental contact. - Keep the work area well-lit and free from clutter to reduce the risk of accidents occurring during de-masking activities. - Maintain clean and properly sharpened cutting tools to reduce the likelihood of uneven cuts that could lead to injuries. - Implement a buddy system to monitor each other's safety while performing potentially hazardous tasks like de-masking. - Encourage workers to report any incidents or near-misses promptly in order to implement corrective measures and maintain a safe working environment. - Rotate employees through different tasks periodically to minimise fatigue and reduce the chances of an accident caused by repetitive strain injuries. - Display clear signage and instructions in the work area detailing safety steps, guidelines, and possible hazards related to de-masking procedures. - Organise training sessions and workshops on workplace ergonomics and correct body mechanics to equip employees with knowledge on how to perform tasks safely and efficiently. - Allocate adequate break times for workers to rest and recuperate, preventing fatigue-related accidents during de-masking tasks. - Continuously promote and communicate a strong safety culture within the organisation, encouraging employees to actively participate in maintaining a hazard-free work environment. 		
10. Polishing and Buffing	Hand-arm vibration syndrome, Noise-induced hearing loss	2M	<ul style="list-style-type: none"> - Regularly inspect and maintain equipment: Ensuring that polishing and buffing tools are in good working condition can help reduce vibrations and noise levels. - Limit exposure time: Implement job rotation for workers to limit their exposure to excessive hand-arm vibration and noise. - Use low-vibration and low-noise tools: Where possible, choose modern equipment designed with features to lessen vibration and noise levels during use. - Provide anti-vibration gloves: Encourage workers to wear appropriate personal protective equipment to help dampen the impact of vibrations on their arms and hands. - Use hearing protection devices: Supply adequate earplugs or earmuffs to all workers exposed to high noise levels during the polishing and buffing process. - Conduct regular health surveillance: Monitor employees for signs of hand-arm vibration syndrome and noise-induced hearing loss through regular check-ups and assessments. 	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"> - Develop task-specific training programs: Equip workers with the knowledge and skills to use the equipment correctly, minimising risks associated with vibrations and noise. - Create designated break areas: Assign separate zones away from the work area, where workers can rest and escape the constant exposure to noise and vibrations. - Display warning signage: Place clear and visible safety signs around the worksite to remind workers to use protective gear and be aware of potential hazards. - Encourage open communication: Foster a safe work culture by creating an environment where employees feel comfortable reporting incidents or discussing concerns related to the hazards posed by polishing and buffing tasks. 		
11. Clean-Up	Ingestion of paint particles, Chemical exposure	2M	<ul style="list-style-type: none"> - Appropriate Personal Protective Equipment (PPE): Ensure all personnel involved in the clean-up process are wearing suitable PPE, such as chemical-resistant gloves, dust masks, goggles, and long-sleeved shirts to prevent direct contact with paint particles and chemicals. - Ventilation: Make sure the work area has proper ventilation to dissipate fumes and minimise the risk of chemical exposure during clean-up. - Proper storage and disposal: Collect and store used paint materials, such as brushes, rollers, and containers, in designated waste containers for safe disposal according to local regulations. - Use vacuum cleaners: Utilise industry-approved vacuum cleaners with a HEPA filter to effectively remove paint particles from surfaces without generating airborne dust. - Spill control: In case of spills or leaks, use appropriate absorbents like sand, sawdust, or vermiculite to control the spread of paint and chemicals and avoid ingesting particles. - Wet wiping method: Opt for wet wiping techniques when cleaning surfaces instead of dry processes, as this can help minimise airborne paint particles. - Detergent wash: Clean tools and equipment with a mild detergent solution to remove residual paint, then rinse with clean water to reduce chemical exposure. - Chemical storage: Store all flammable and hazardous chemicals in appropriate, labelled containers within a designated storage area away from heat sources and ignition points to reduce the risk of accidents. - Follow manufacturer guidelines: Adhere to the instructions given by the manufacturer and Material Safety Data Sheets (MSDS) for safe handling, storage, and disposal of painting products. - Post-operation maintenance checks: Conduct a thorough inspection of all equipment and workspaces after clean-up to ensure no residual paint or chemicals pose a hazard to staff or the public. 	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"> - On-site training: Provide regular information sessions and practical demonstrations on the correct clean-up procedures and equipment usage to improve worker competence and awareness of potential hazards. - Safe work procedures: Develop and distribute clear, written instructions on the correct method for cleaning up paint particles and chemicals. Regularly review and update these procedures in response to changes in regulations, best industry practices, or worker feedback. 		
12. Waste Disposal	Leakage and spills, Inappropriate waste management	2M	<ul style="list-style-type: none"> - Proper storage of waste materials: Store waste materials in suitable containers with lids to prevent leakage and spills. Clearly label these containers indicating their contents and hazards involved. - Regular inspection of containers: Implement a routine inspection schedule for all waste containers to check for any signs of damage or leaks, ensuring early detection and prevention of environmental contamination. - Correct disposal methods: Dispose of liquid and solid wastes according to local regulations and guidelines. This may involve contracting licensed waste disposal services to ensure compliance. - Employee training: Educate workers on the proper disposal procedures and handling of hazardous waste materials related to spray painting operations. This knowledge will minimise the risk of accidental spills and inappropriate waste management. - Spill response plan: Develop a clear spill response plan outlining the steps to be taken in case of accidental leakages or spills. Make sure all workers are familiar with the plan and have access to spill response equipment such as absorbent materials and containment devices. - Designated waste storage area: Establish a designated area for waste material storage that is separate from the main work area and clearly marked to prevent unauthorised access or inappropriate disposal. - Ventilation: Ensure adequate ventilation in the waste storage area to avoid accumulation of flammable or toxic fumes which could lead to health issues or pose a fire hazard. - Personal protective equipment (PPE): Require workers to wear appropriate PPE such as gloves, masks, and goggles when handling hazardous waste to reduce the risk of exposure to harmful substances. - Record keeping: Maintain accurate records of all waste materials generated during spray painting operations, including quantities, types of waste, and disposal locations. These records can help identify potential areas for improvement in waste management practices. - Waste reduction: Adopt strategies to reduce waste generation, such as using more efficient spray equipment, recycling materials where possible, or implementing a paint management system to minimise overspray and paint waste. 	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
			- Regular audits and review: Conduct periodic audits of waste disposal practices to ensure ongoing compliance with relevant regulations and identify opportunities for improvement in waste management procedures.		

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"/>					
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">REVIEWED BY</td> <td style="width: 50%; border: none;">DATE REVIEWED</td> </tr> <tr> <td style="border: none;">SIGNATURE</td> <td style="border: none;">DATE COMPLETED</td> </tr> </table>				REVIEWED BY	DATE REVIEWED	SIGNATURE	DATE COMPLETED
REVIEWED BY	DATE REVIEWED						
SIGNATURE	DATE COMPLETED						