Trailer | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Trailer

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

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

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

Full Name:		
Signature:	Title:	Date:

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

Full Name:	Title:	Phone:

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

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

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

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

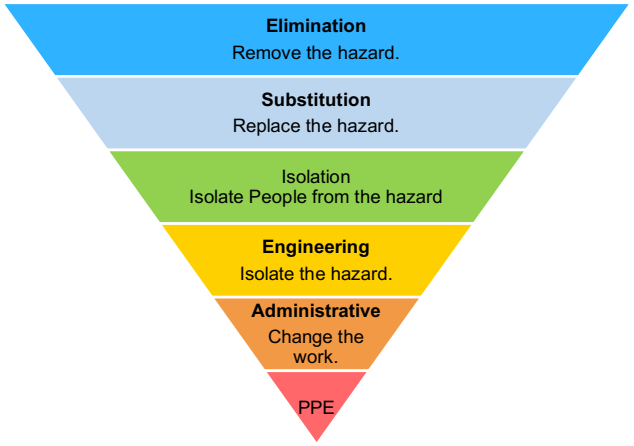
ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY							
☐ Forklift	☐ Crane/s	☐ Hoist/s	☐ Excavator	☐ Backhoe/Loader	☐ Boom Lift	☐ EWP	☐ Genie Lift
☐ Trencher	☐ Drilling Rig	☐ Trucks	☐ Formwork	☐ Bobcat	☐ Flammable Gas	☐ Fuel	☐ Dozer
☐ High Voltage	☐ Mulcher	☐ Tilt-up Panels	☐ Roller	☐ Scissor Lift	☐ Tractor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

RISK MATRIX

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

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

HEIRARCHY OF CONTROLS



PERSONAL PROTECTIVE EQUIPMENT (PPE)

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

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

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

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

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

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Poor housekeeping, Inadequate PPE	3H	- Regularly inspect and tidy up the worksite to avoid clutter, ensuring clear walkways and access to essential tools, equipment, and emergency exits. - Provide adequate storage areas for materials, avoiding any overstocking in the work area that could lead to difficulties in movement or a cluttered environment. - Train workers on good housekeeping practices, emphasising the importance of maintaining a clean and organised workspace throughout the project. - Undertake risk assessments before commencing work to identify potential hazards, including slips, trips, and falls related to poor housekeeping. - Designate specific areas where PPE should be worn and provide appropriate signage indicating necessary PPE requirements. - Develop and implement a PPE policy making it mandatory for workers to wear required PPE while performing tasks involving potential exposure to identified hazards. - Ensure all employees are trained in the proper use, care, and maintenance of their PPE. This includes educating workers on the limitations of each type of PPE and the situations when it is necessary. - Regularly review and update the PPE policy based on new technologies, industry standards, and feedback from workers to ensure effectiveness and compliance with relevant safety standards. - Periodically inspect PPE for damage or wear, replacing any damaged items to ensure optimal protection for workers. - Implement a culture of safety by encouraging workers to report any broken or missing PPE immediately so replacements can be provided as needed. - Perform regular inspections and audits of the worksite to monitor adherence to good housekeeping and PPE policies, as well as identifying any further areas of improvement. - Communicate with team members regarding upcoming tasks, potential hazards, and the necessary precautions required to help prevent incidents and maintain a safe working environment.	2M	
2. Inspection	Falls from height, Unsecured equipment	3H	- Ensure all workers receive proper training in trailer inspection procedures, emphasising the importance of adhering to safety measures while working at heights and securing equipment. - Implement a comprehensive fall prevention programme, including guardrails, fall arrest systems, ladders, or other suitable access platforms, as necessary for employees to safely inspect the trailer. - Regularly inspect and maintain any equipment utilised during trailer inspections, such as ladders or access platforms, to guarantee their safe and reliable operation.	1L	

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			- Provide personal protective equipment (PPE), such as harnesses and helmets, to be worn by workers conducting trailer inspections in areas susceptible to falls from height. - Follow a well-defined schedule for routine inspections and maintenance checks for trailers, identifying and addressing safety issues in a timely manner. - Establish clear guidelines on the proper storage and securement of tools, machinery, and other equipment used during inspections, ensuring that workers are aware of these protocols. - Designate specific zones or areas around the trailer where inspection and related tasks can be carried out safely, minimising the likelihood of falls or equipment-related injuries. - Encourage workers to utilise a buddy system when conducting inspections at heights, allowing one worker to assist or spot for another in the event of an emergency. - Perform regular audits and reviews of safety practices, addressing any potential concerns or risks discovered through these evaluations and implementing appropriate countermeasures. - Foster a strong culture of safety awareness within the workplace, promoting open communication between management and employees about the necessity of adhering to safety protocols and reporting hazards or incidents as they arise.		
3. Coupling Trailer	Overexertion, Slips and falls	2M	- Proper training: Ensure all workers who are responsible for coupling trailers have received proper training in the process and potential hazards associated with it, including overexertion and slip and fall risks. - Pre-work checks: Perform a thorough inspection of the work area, equipment, and trailer before starting the coupling process. Identify any potential hazards and address them appropriately. - Use appropriate footwear: Workers should wear slip-resistant footwear to miniimise the risk of slips and falls during the coupling process. - Keep work area clean and dry: Make sure the area around the trailer is free of debris, liquid spills, ice, or anything else that could cause slips and falls. - Implement safe lifting techniques: Workers should use proper body mechanics and lifting techniques when handling heavy items, such as tongue jacks or coupler locks, to prevent overexertion injuries. - Use assistive devices: Where possible, incorporate mechanical aids, such as electric-powered tongue jacks, hydraulic couplers, and other assistive devices to reduce manual effort and miniimise the risk of overexertion. - Communicate effectively: Make sure a clear line of communication is established among all team members throughout the coupling process. This includes using hand	1L	

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			signals, two-way radios, or designated observers to guide and alert workers during critical steps. - Take regular breaks: Encourage workers to take short rest breaks between tasks or when feeling fatigued to help alleviate the risk of overexertion. - Implement a buddy system: Assign team members to assist each other during coupling procedures, particularly when maneuvering or positioning the trailer or hitch components. - Monitor weather conditions: Be mindful of changing weather conditions, especially rain, snow, or ice, which can increase slipping hazards. Adjust work practices accordingly and delay work if necessary for safety purposes. - Encourage reporting and feedback: Create an environment where workers feel comfortable reporting hazards, near misses, or incidents. This will allow for continuous improvement of workplace safety and help identify areas where additional control measures may be necessary.		
4. Loading Materials	Falling objects, Uneven loading	3H	- Conduct a pre-loading inspection of the trailer, ensuring that it is in good working condition (e.g., tires, brakes, and hitch) and that the load capacity is adequate for the materials being transported. - Implement a safe loading plan that includes assigning clearly defined roles and responsibilities to all team members involved in the loading process, thus promoting effective communication and coordination. - Observe proper manual handling techniques when lifting and carrying materials to prevent back injuries, and utilise appropriate mechanical lifting aids (such as forklifts, pallet jacks, and hoists) whenever possible. - Secure all materials on the trailer using suitable restraint devices like straps, ropes, chains, or locking bars, ensuring that the load distribution is even and balances the weight across both sides of the trailer. - Stack materials appropriately, placing heavier items at the bottom and lighter items on top to miniimise potential falls and ensure stability throughout transportation. - Implement exclusion zones around the trailer during the loading process, restricting access to only essential personnel equipped with suitable personal protective equipment (PPE), such as high-visibility vests, hard hats, and steel-toed boots. - Frequently assess the progress of the loading task, checking for any signs of unevenness or instability, and adjust the load accordingly to maintain balance and prevent undue stress on the trailer's structure. - Establish an emergency response plan in case of incidents such as falling objects or sudden shifts in load distribution, which includes evacuation procedures and appropriate first aid measures.	2M	

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			- Provide regular training for all workers involved in the loading process to ensure they are familiar with safe work practices, hazard identification, and risk-reduction techniques specific to their tasks. - Conduct ongoing monitoring and supervision of the loading operation to ensure compliance with established safety guidelines, and address any potential risks or hazards immediately to prevent accidents or injuries.		
5. Securing Load	Entanglement, Inadequate restraints	3H	- Provide comprehensive training for workers on the correct procedures for securing loads on trailers, including the use of appropriate restraint equipment and techniques. - Implement a documented load securing procedure that will ensure all loads are suitably restrained to prevent movement or accidents during transportation. - Regularly inspect and maintain all restraint equipment such as tie-down straps, chains, and webbing slings to ensure they are in good condition and free from any defects. - Ensure all workers understand the potential hazards associated with entanglement in restraining equipment and the importance of safe and correct use. - Establish designated areas for loading and unloading, keeping them clear of obstacles and tripping hazards to miniimise the risk of entanglement. - Utilise an appropriate combination of direct and indirect methods of load restraints, such as lashing and friction, to provide sufficient capacity to secure the load effectively. - Encourage open communication and teamwork between workers responsible for loading and those operating the trailer to ensure a shared understanding of the load securing process and protocols. - Ensure workers wear appropriate Personal Protective Equipment (PPE) such as gloves, safety boots, and high-visibility vests to reduce the risk of injury during the loading and unloading process. - Designate a competent person to supervise and sign off on load securing procedures to confirm that the load has been properly secured before the journey commences. - Implement a regular inspection schedule to assess the effectiveness of current load securing practices and identify any areas requiring improvement. - Develop a reporting system for workers to report any issues or incidents related to load securing promptly and encourage ongoing feedback on potential hazard controls. - Regularly review and update the Safe Work Method Statement (SWMS) for trailer operations to ensure it remains relevant and reflects the latest industry best practices for mitigating hazards related to securing loads.	1L	

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6. Vehicle Movement	Rollovers, Collisions with people or structures	3H	- Traffic management plan: Develop a comprehensive traffic management plan for the work site, clearly outlining vehicle routes, pedestrian access, designated loading and unloading zones, speed limits, and signage. - Driver training: Ensure that all drivers operating vehicles within the work site have received adequate training in safe driving practices, communication protocols, and site-specific requirements. - Speed limits: Enforce strict speed limits on site to reduce the risk of rollovers, collisions with people or structures, and ensure these limits are clearly signposted. - Pedestrian exclusion zones: Establish designated pedestrian exclusion zones around areas where vehicles are regularly moving, such as loading and unloading zones, to miniimise the risk of collisions between vehicles and pedestrians. - Communication systems: Implement robust communication systems, such as two-way radios, to enable drivers and other workers to share information about vehicle movements and potential hazards effectively. - Warning devices: Fit all vehicles with audible warning devices, such as reversing alarms and horn systems, and ensure they are in good working order. - Visibility aids: Equip vehicles with mirrors, cameras, or other visibility aids and provide adequate lighting in work areas to improve visibility during vehicle operation. - Spotters: Assign spotters to monitor vehicle movement in congested or high-risk areas and provide guidance to drivers, ensuring they maintain clear lines of communication at all times. - Regular maintenance: Schedule regular maintenance checks for all vehicles to ensure they remain in optimal working condition, reducing the likelihood of mechanical faults leading to accidents. - Emergency response plan: Develop an emergency response plan specifically focused on vehicle-related incidents, including details of what to do in case of rollovers or collisions, evacuation procedures, and first aid provision. - Monitoring and review: Regularly review and assess the effectiveness of control measures, updating the Safe Work Method Statement (SWMS) as necessary to address any new risks or changing conditions on the work site.	2M	
7. Unloading Materials	Falling objects, Manual handling injuries	2M	- Ensure proper PPE is worn by all workers during the unloading process, including hi-vis vests, hard hats, safety boots, and gloves to protect them from potential falling objects and manual handling injuries. - Conduct a risk assessment before starting the unloading process to identify potential hazards and establish appropriate control measures to mitigate them. - Provide workers with adequate training in correct lifting and handling techniques to prevent manual handling injuries.	1L	

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			- Assign a designated spotter to oversee the unloading process and ensure that workers maintain clear communication during the operation. - Use suitable mechanical aids such as forklifts, pallet jacks, or trolleys to move heavy loads and reduce the risk of manual handling injuries. - Implement a no-go zone beneath and around the vicinity of the trailer to prevent unauthorised personnel from being near the area where materials are being unloaded. - Organise materials in a manner that allows for easy access and prioritizes unloading heavier items first to miniimise the duration of exposure to manual handling risks. - Regularly inspect and maintain all mechanical lifting equipment used during the unloading process to ensure they are in safe working condition. - Keep the unloading area well-lit, clean, and free from debris and obstructions, to miniimise the risk of tripping or manual handling injuries. - Establish an appropriate exclusion zone around the unloading area to keep non-essential personnel at a safe distance from potential falling objects and moving equipment. - Educate workers on how to perform a team lift when necessary - this involves coordinating with other workers to safely carry out the lifting and handling of heavy or awkward loads. - Provide appropriate breaks and rest periods for workers to avoid excessive fatigue, which may increase the likelihood of manual handling injuries or accidents involving falling objects. - Establish an emergency response plan outlining the required actions to take in case of incidents or accidents during the unloading process, such as those involving falling objects or manual handling injuries. Ensure that workers are familiar with the plan and know how to respond appropriately.		
8. Decoupling Trailer	Incorrect lifting techniques, Debris on ground	2M	- Ensure employees receive manual handling training, emphasising correct lifting techniques for loading and unloading trailers. - Develop and implement a site-specific risk assessment to identify potential hazards related to decoupling the trailer. - Review and update training materials periodically to ensure they are relevant to different types of trailers and coupling equipment in use. - Encourage open communication among employees regarding any concerns or difficulties experienced during the decoupling process. - Provide ergonomic equipment, such as jacks or hoists, designed to reduce manual strain associated with coupling and decoupling tasks.	1L	

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			- Require that team members work in pairs when possible, in order to share the workload and miniimise individual strain during the decoupling process. - Ensure the designated decoupling area is kept clear of debris, tools, and extraneous equipment to create a safe working space. - Implement a pre-decoupling inspection checklist to verify ground conditions and remove any hazards before commencing the task. - Encourage employees to take regular rest breaks to prevent fatigue and maintain focus on proper lifting techniques throughout their shift. - Establish and enforce a standardised procedure for decoupling trailers, with specific steps to cover the various trailer types and coupling systems encountered. - Encourage employees to report any near-misses or accidents related to decoupling immediately, allowing management to address any issues promptly. - Provide adequate lighting and signage at the decoupling area so that employees can easily see and follow the established safety guidelines. - Regularly inspect and maintain the coupling mechanisms on both the tow vehicle and trailers to ensure optimal functionality and safety during the decoupling process. - Coordinate regular toolbox talks to discuss workplace health and safety topics, including the importance of maintaining good posture and body mechanics during trailer decoupling tasks.		
9. Transporting Goods	Vehicle breakdown, Traffic accidents	3H	- Vehicle inspection: Make sure that the vehicle and trailer are thoroughly inspected before use, checking for any mechanical issues or damages that may lead to breakdowns. - Driver training: Ensure that drivers have proper certification and are well-trained in handling the vehicles and trailers they are operating. Provide regular refresher courses to keep their skills up-to-date. - Route planning: Plan safe and efficient routes ahead of time, taking into account potential traffic congestions, weather conditions, and road restrictions. Allow for sufficient travel time to avoid rushing or unsafe driving practices. - Load distribution and securing: Ensure that loads are evenly distributed across the trailer and securely fastened to prevent any sudden shifts during transportation that could lead to accidents. - Pre-trip briefings: Conduct pre-trip briefings with drivers to discuss planned routes, expected driving conditions, and safety protocols. - Emergency procedures: Establish clear emergency procedures for drivers in case of a vehicle breakdown or accident, including who to contact, what information to provide, and how to safely manage the situation.	2M	

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			- Real-time tracking: Implement GPS-based tracking systems for trailers to monitor their location and progress throughout the trip, enabling prompt assistance if needed. - Regular maintenance: Schedule regular maintenance checks for both the vehicle and trailer to identify and address any potential issues before they cause a breakdown. - Fatigue management: Implement fatigue management policies, such as work hour limits and mandatory rest breaks, to reduce the risk of accidents caused by tired drivers. - Traffic rules compliance: Ensure that all drivers adhere to local traffic rules, speed limits, and road signs to miniimise the risk of traffic accidents. - Weather monitoring: Continuously monitor weather forecasts and adjust plans accordingly, delaying transport if necessary to avoid hazardous conditions. - Communication: Encourage open communication between drivers, dispatchers, and management to allow for quick reporting and resolution of any issues that arise while transporting goods. - Incident reporting: Implement an incident reporting system to review and analyse any vehicle breakdowns or accidents that occur, identifying potential trends or areas for improvement to reduce future risks.		
10. Maintenance Work	Electric shocks, Uncontrolled release of energy	3H	- Ensure that all maintenance workers are trained and competent in electrical safety, and release of stored energy hazards related to trailers to mitigate the risk of injury during maintenance tasks. - Establish a lockout-tagout (LOTO) system to prevent accidental energization during maintenance and ensure that LOTO devices are readily accessible by workers before commencing any maintenance work. - Inspect and maintain all power tools, extension leads, and electrical equipment regularly for signs of wear, damage, or faults, and promptly replace or repair as required to miniimise the risk of electric shocks. - Utilise insulated hand tools and personal protective equipment (PPE), such as rubber gloves, safety footwear, and safety goggles, when working on or around energised parts to reduce the risk of electric shock injuries. - Implement a regular inspection and maintenance schedule for the trailer assembly components, including hydraulic systems, brakes, suspension, and other critical parts that may store energy under normal operating conditions. - Always follow the manufacturer's guidelines and recommendations for maintenance procedures, and use only authorised replacement parts to miniimise the risk of uncontrolled energy release and potential mechanical failures.	1L	

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			- Properly support and stabilise the trailer before conducting any maintenance tasks, especially if working underneath or near components that store energy, to prevent uncontrolled movement and injury. - Maintain a clean, organised, and hazard-free work area free from clutter, debris, and excess materials potentially contributing to slips, trips, and electrical hazards during maintenance activities. - Develop and implement a communication plan for all workers involved in the maintenance process to ensure clear instructions regarding energising and de-energising equipment, and maintain a log of completed work to avoid misunderstandings or potential risks. - Encourage workers to report all near-misses, incidents, and hazards related to maintenance work, and review these reports at regular intervals to identify trends and implement necessary corrective actions to continuously improve workplace safety.		
11. Storage of Equipment	Poor organisation, Lack of safe storage areas	2M	- Proper signage and labeling: Clearly label storage areas to indicate the type of equipment to be stored, making it easier for workers to locate and return items to their designated places. - Regular housekeeping: Schedule routine cleaning and maintenance of storage areas to prevent clutter, ensuring walkways are clear of debris, and all equipment is in its proper place. - Adequate lighting: Ensure that storage areas have sufficient lighting to allow workers to identify potential hazards and easily navigate through the space. - Employee training: Train all employees on safe storage practices, the importance of maintaining a clean and organised workspace, and how to report any unsafe conditions or incidents. - Provide appropriate storage solutions: Invest in suitable shelves, racks, bins, and other storage options tailored to the specific types of equipment being used at the workplace. - Establish designated storage areas: Separate heavy, sharp, or hazardous equipment from other items and place them in their own clearly marked storage zones. - Implement a weight limit: Incorporate a weight limit for stacked items to prevent them from becoming unstable and potentially causing injury if they topple over. - Safe lifting techniques: Educate workers on proper lifting methods and provide any necessary equipment, such as dollies or hand trucks, to assist with moving heavy items. - Regular inspections: Conduct periodic inspections of equipment storage areas to identify any potential hazards or violations of Workplace Health and Safety regulations.	1L	

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			- Encourage open communication: Create an environment where employees feel comfortable discussing concerns about storage safety, and ensure that there is a reporting system in place for addressing those concerns promptly.		
12. Emergency Procedures	Inadequate training, Blocked exits	3H	- Ensure all workers have attended proper safety induction training, including emergency response procedures and first aid. - Establish a clear evacuation plan with marked exits, escape routes, and assembly points which are communicated to all workers at the site. - Regularly inspect and assess all designated emergency exits for obstructions, ensuring they are kept clear and easily accessible. - Provide relevant safety equipment, such as fire extinguishers and first aid kits, in strategic locations around the worksite. - Develop and implement an Emergency Response Plan (ERP) detailing actions to be undertaken by personnel in the event of various emergencies, e.g., fires, chemical spills, or medical incidents. - Assign specific roles and responsibilities related to Emergency Management (e.g., Emergency Warden, First Aider), ensuring individuals are adequately trained and understand their duties. - Conduct regular emergency drills and simulations to ensure workers are familiar with the correct protocols and can effectively respond during real emergencies. - Ensure all workers are provided with appropriate Personal Protective Equipment (PPE) required for their specific task in relation to potential hazards (e.g., eyewear, gloves, etc.). - Establish effective communication systems (e.g., two-way radios, PA systems) for alerting and communicating during emergencies. - Consider possible vulnerabilities in the worksite's layout and design to mitigate any potential hazards, e.g., installing additional exit doors or improving visibility lines. - Maintain a comprehensive record of staff training, skills, and qualifications, with timely updates and refresher courses in place. - Encourage workers to report any identified potential hazards or concerns relating to emergency procedures. - Ensure there is adequate lighting near all emergency exits, especially during nights or low light conditions. - Continuously review, update, and improve the workplace's emergency procedures, taking into account new risks and regulations, lessons learned from previous incidents, and worker feedback.	2M	

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

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

LEGISLATIVE REFERENCES

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

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

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

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

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

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

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

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

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

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

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

Model Codes of Practice

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

SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

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

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

SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

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

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

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

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

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

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

SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

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

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

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