Vehicles | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Vehicles

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.

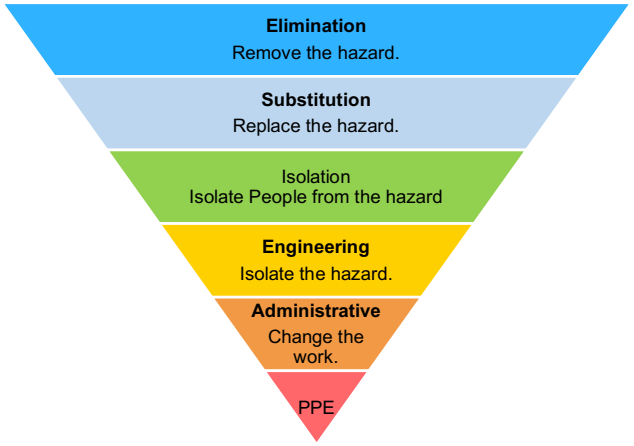
ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY							
☐ Forklift	☐ Crane/s	☐ Hoist/s	☐ Excavator	☐ Backhoe/Loader	☐ Boom Lift	☐ EWP	☐ Genie Lift
☐ Trencher	☐ Drilling Rig	☐ Trucks	☐ Formwork	☐ Bobcat	☐ Flammable Gas	☐ Fuel	☐ Dozer
☐ High Voltage	☐ Mulcher	☐ Tilt-up Panels	☐ Roller	☐ Scissor Lift	☐ Tractor	☐ 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	Trip and fall, Incorrect vehicle setup	2M	- Clearly identify and mark pedestrian walkways to miniimise the risk of trips and falls around the vehicle work area. - Conduct a thorough pre-work inspection of the work area to identify potential trip hazards and take appropriate action to remove or isolate them. - Ensure that the work area is well-lit, clean, and free from obstructions and debris. - Provide ongoing training for employees on proper lifting techniques and manual handling in order to reduce the risk of falling while carrying equipment or materials. - Conduct regular safety briefings and toolbox talks on the importance of maintaining good housekeeping practices in the workplace. - Install slip-resistant surfaces or mats where necessary to reduce the risk of slips and falls around the vehicle work area. - Check the condition of footwear for all employees involved in the vehicle setup process and ensure they are wearing appropriate PPE such as steel-toed boots. - Store tools and equipment properly when not in use to prevent them from becoming trip hazards. - Implement a comprehensive maintenance programme for vehicles and equipment to keep them in safe working condition and miniimise the risk of incorrect setup. - Develop written procedures for vehicle setup processes, including appropriate safety checks and inspections, to ensure that work is carried out in a consistent manner and by appropriately trained staff. - Assign designated personnel who have undergone appropriate training to oversee and monitor the overall vehicle setup process. - Foster open communication channels among team members to encourage the reporting of any safety concerns or issues related to vehicle setup. - Strategically place warning signs and barriers in areas with identified trip hazards, and ensure all employees are aware of these zones. - Conduct regular audits and reviews of safety procedures and control measures to continuously improve the effectiveness of hazard management in the workplace. By implementing these control measures, you can create a safer work environment that minimizes the potential risks associated with vehicle preparation and setup. Establishing a strong safety culture will not only protect employees but also improve overall efficiency and productivity in the workplace.	1L	
2. Vehicle inspection	Ruptured hoses, Damaged chains	2M	- Regular inspection and maintenance schedules: Ensure all vehicles undergo regular inspections that thoroughly assess the condition of hoses, chains, and other critical components, adhering to the manufacturer's recommended maintenance schedule.	1L	

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			- Pre-start inspections: Implement a daily pre-start inspection routine for operators to check critical parts of the vehicle, such as hoses and chains, before undertaking work tasks to identify any potential damage or defects. - Use of personal protective equipment (PPE): Ensure workers wear appropriate PPE, including safety goggles and gloves, when performing inspections and handling potentially damaged hoses and chains to protect against injury. - Training for staff: Provide comprehensive training for all employees operating vehicles, focusing on proper inspection techniques, hazard identification, and correct responses to mitigate risks associated with ruptured hoses and damaged chains. - Quality replacement parts: When replacing damaged hoses and chains, always use high-quality parts that meet the vehicle manufacturer's specifications to ensure the ongoing safety and performance of the equipment. - Proper storage and transport protocols: Establish and enforce strict procedures for the storage and transport of hoses and chains, minimising the risk of damage during these processes and ensuring their effective use in the workplace. - Visual aids for inspection: Consider using visual aids, such as guidelines and diagrams, to assist workers in identifying common issues with hoses and chains during inspections and understanding the correct actions to take in response. - Safe working procedures: Develop and implement safe working procedures surrounding vehicle inspections and repair, including guidelines for when additional assistance should be sought, and measures for managing hazardous situations. - Incident reporting and analysis: Encourage the prompt reporting of hose and chain failures or damage, followed by a thorough review of the circumstances to identify potential improvements to workplace safety and risk mitigation strategies. - Continuous improvement and review: Regularly review the effectiveness of existing control measures and seek opportunities for continuous improvement, refining protocols as necessary based on changes in technology, industry best practices, and emerging trends in workplace safety.		
3. Prestart checks	Inadequate fluid levels, Faulty lights	3H	- Provide employees with a standardised pre-start vehicle checklist to ensure all necessary checks are carried out promptly and consistently. - Ensure that all drivers have undergone proper training in vehicle inspection and maintenance procedures to identify any faults or issues before starting the vehicle. - Establish a regular schedule for inspecting fluid levels, such as engine oil, coolant, brake fluid, power steering fluid, and windshield washer fluid, ensuring they are topped up when necessary. - Encourage drivers to report any concerns or potential issues regarding vehicle fluids or lights immediately to their supervisor or designated maintenance personnel. - Create a logbook for each vehicle, documenting the date, time, and outcome of every pre-start check to track compliance and identify trends.	1L	

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			- Inspect vehicle lighting systems frequently, including headlights, tail lights, brake lights, turn signals, hazard lights, and reverse lights, to ensure they are functioning correctly. - Equip vehicles with spare bulbs, fuses, and basic tools to quickly address minor issues like burnt-out bulbs. - Implement periodic maintenance inspections by qualified mechanics or technicians to assess the overall condition of vehicles and their components, identifying potential faults. - Use reflective vests or jackets for workers conducting pre-start checks in low light conditions, reducing the risk of accidents or injuries. - Inform staff of changes in regulations, industry best practices, and manufacturer recommendations regarding vehicle safety, ensuring they follow updated requirements when conducting pre-start checks. - Ensure vehicles and work areas are clean and well-lit to make it easier for drivers to identify potential hazards like inadequate fluid levels or faulty lights. - Develop and enforce consequences for failing to carry out pre-start checks, promoting accountability and encouraging a safety-conscious work culture. - Foster open communication between staff, supervisors, and management regarding vehicle safety concerns, emphasising the importance of a proactive approach to identifying and addressing hazards. - Consider investing in technological solutions such as telematics systems, which can monitor vehicle conditions remotely and provide real-time alerts for issues like low fluid levels or malfunctioning lights.		
4. Loading materials	Crush injury, Falling objects	3H	- Ensure that only trained and authorised personnel are assigned to load materials onto vehicles, and that they are familiar with the specific handling requirements of the cargo. - Conduct pre-loading checks on vehicles and loading equipment, such as forklifts, to ensure their proper functioning and safety. This includes checking tires, brakes, and other critical components. - Implement load limits according to the vehicle manufacturer's guidelines to prevent overloading and potential crush injuries or falling objects. Clearly display these limits at the loading zone. - Establish designated loading and unloading zones with appropriate signage and barriers to restrict pedestrian access to these areas and miniimise the risk of crushing injuries. - Utilise proper lifting techniques and equipment, such as forklifts or cranes, to handle heavy or awkwardly-shaped loads, taking care to maintain a safe distance from other workers during the process.	2M	

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			- Secure all loads using appropriate restraining devices like straps, chains, or ropes, ensuring they are fitted tightly and checked regularly for signs of wear and damage. - Develop and implement a clear communication system between loading personnel, such as hand signals or radio communication, to coordinate loading activities safely and efficiently. - Establish an emergency plan for situations where loads become unstable or if an incident occurs, including procedures for stopping work, notifying supervisors, and evacuating the area if necessary. - Provide and enforce the use of appropriate Personal Protective Equipment (PPE), such as steel-toed boots, high-visibility vests, and hard hats, for all workers involved in the loading process. - Conduct regular inspections and maintenance on loading equipment, vehicles, and PPE to ensure their continued safe operation and adherence to applicable regulations and standards. - Offer ongoing training and refresher courses for employees on safe loading practices, hazard identification, and emergency response procedures, instilling a strong culture of safety within the workplace.		
5. Driving to site	Collisions, Unsecured load	2M	- Ensure that all drivers have a valid and appropriate driver's license for the vehicle being driven. - Conduct regular maintenance checks on vehicles to ensure they are in safe working condition, including brakes, tires, steering, suspension, and lights. - Plan routes ahead of time to miniimise exposure to high-risk roads and traffic congestion areas. - Implement a speed management policy, including adhering to posted speed limits, reducing speeds in poor weather conditions, or when driving near pedestrians or cyclists. - Provide training on defensive driving techniques to improve hazard identification, decision-making, and risk mitigation. - Install in-vehicle technology, such as GPS systems, reversing cameras, and collision detection sensors, to support safer driving practices. - Develop and implement a zero-tolerance policy towards alcohol and drug use while operating a vehicle. - Establish guidelines limiting the use of mobile phones and other electronic devices while driving for work purposes. - Schedule regular vehicle inspections to review and maintain the safety features specific to securing loads, such as anchor points, strapping, and load distribution. - Provide staff with information and training on how to properly secure loads, as well as the legal requirements for transporting different types of cargo.	1L	

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			- Implement a consistent procedure for reporting and responding to incidents involving collisions or unsecured loads, including investigation, corrective action, and follow-up. - Encourage employees to take regular breaks during long drives to prevent fatigue-related incidents and ensure adequate rest periods between shifts. - Foster a safety-conscious company culture, where everyone is involved in promoting safe driving practices, taking responsibility for their actions on the road, and being open to feedback on ways to improve vehicle safety.		
6. Unloading materials	Heavy lifting, Slips and falls	3H	- Ensure all workers involved in the unloading process are properly trained and competent in safe manual handling techniques to reduce the risk of injuries from heavy lifting. - Use appropriate mechanical aids, such as forklifts, pallet jacks, or hand trucks, to assist in the unloading process and miniimise the need for manual lifting. - Implement a buddy system for heavy or awkward loads that require two or more people to carry safely. - Make sure workers wear suitable personal protective equipment (PPE), such as steel-cap boots, gloves, and high-visibility clothing, to miniimise the risk of injuries during the unloading process. - Clear and maintain a clean, clutter-free working area around the unloading zone to prevent slips, trips, and falls. - Inspect delivery vehicles and unloading equipment regularly to ensure they are well-maintained and operating efficiently. - Unload materials onto stable and level surfaces, ensuring that materials are not stacked too high, to maintain the safety and stability of the load. - Develop clear communication protocols between vehicle operators, unloaders, and other workers on site to ensure everyone is aware of any potential hazards during the unloading process. - Conduct regular safety briefings and toolbox talks with all workers to refresh their knowledge on safe unloading practices and to address any concerns or potential hazards that may arise. - Create and enforce a traffic management plan to control vehicle movements within the worksite, ensuring pedestrian safety and minimising disruption during the unloading process. - Clearly mark out designated pedestrian pathways and no-go zones around the unloading area to ensure the safety of all workers on site. - Establish an emergency response plan with clear evacuation procedures and provide first aid kits in close proximity to the unloading area so that any incidents can be dealt with promptly and effectively.	2M	

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7. Vehicle maintenance	Exposed moving parts, Electrical hazards	2M	- Regular inspections: Conduct routine checks on the vehicle and its various components to ensure they are in good condition, and schedule maintenance accordingly to reduce the risk of sudden breakdowns or malfunctions. - Proper training: Ensure all staff who are involved in vehicle maintenance have completed appropriate training courses and are knowledgeable about the specific vehicle type, its components, and potential hazards that may arise during maintenance work. - Lockout/tagout procedures: Implement a systematic lockout/tagout procedure to isolate energy sources and prevent accidental activation of machinery or electrical systems while maintenance work is being carried out. - Personal Protective Equipment (PPE): Require workers to wear appropriate PPE such as gloves, safety glasses, and hearing protection when working with exposed moving parts or electrical components to miniimise the risk of injury. - Use of appropriate tools and equipment: Ensure workers use only specialised tools and equipment that are designed for the specific maintenance task at hand, reducing the chance of accidents caused by using the wrong tool or improper techniques. - Workspace organisation: Maintain an organised and uncluttered workspace free of trip hazards, and store tools and other equipment securely when not in use to miniimise the risk of accidents and injuries related to poor housekeeping. - Clear signage and labeling: Clearly label hazardous areas, moving parts, and electrical components to inform workers about potential safety risks and help them take appropriate precautions. - Ventilation and illumination: Ensure adequate ventilation and sufficient lighting in the maintenance area to provide a safe working environment and enable workers to see clearly while carrying out their tasks. - Emergency response plan: Develop and implement a comprehensive emergency response plan that includes first aid, fire response, and evacuation procedures in case of accidents or emergencies during maintenance operations. - Communication and cooperation: Foster open communication channels among staff members and encourage them to report any unsafe conditions, potential hazards, or near-misses immediately so that corrective action can be taken promptly. - Documentation and record-keeping: Maintain up-to-date records on all vehicle maintenance activities, including details of work carried out, issues identified, and actions taken to rectify them. Regularly review these records to identify trends or recurring issues that may require further attention. - Continuous improvement: Routinely evaluate the effectiveness of your control measures and procedures, seeking feedback from staff members and revising your approach as necessary to continually improve your workplace health and safety practices.	1L	

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8. Refueling operations	Fire, Fuel spills	3H	- Proper training and instruction: Ensure all workers involved in refueling operations receive adequate training and instruction about the correct procedures to miniimise the risk of hazards. - Use appropriate Personal Protective Equipment (PPE): Workers should be provided with and required to wear suitable PPE, such as safety glasses, chemical-resistant gloves, and appropriate footwear, while performing refueling tasks. - Designated refueling area: Establish a designated refueling area that is well-ventilated, clear of ignition sources and, if possible, away from main work areas. - Use approved containers and fuel pumps: Refueling operations should only use approved fuel storage containers and dispensing equipment that meet relevant safety standards. - Regular inspection and maintenance: Conduct routine checks on fuel storage and dispensing equipment to ensure they are in good working condition. Address any identified defects or damage promptly. - Clear signage and labeling: Place clear and visible hazard warning signs around the designated refueling area, and ensure all fuel containers are properly labelled to avoid confusion during handling. - Implement spill management procedure: Establish a written spill management procedure and provide necessary equipment, like absorbent materials and containment devices, for managing spills effectively. - Grounding and bonding: Ensure proper grounding and bonding practices are followed during refueling operations to miniimise static electricity buildup and reduce the risk of fire. - Smoking prohibition: Enforce a strict no-smoking policy within the vicinity of the refueling area to prevent accidental ignition. - Emergency response plan: Develop and implement an emergency response plan that outlines the steps to follow in case of a fire or other serious incidents related to refueling operations. - Continuous monitoring and supervision: Assign responsible personnel to oversee the refueling process and ensure that proper safety measures are being adhered to at all times.	2M	
9. Securing equipment	Loose cargo, Misplacement of tools	2M	- Regular inspection of cargo securing equipment, such as straps, chains, hooks, and anchors, to ensure they are in good working condition before use. - Provide adequate training for workers on the proper way to secure loads and handle tools, emphasising the importance of following standard operating procedures. - Implement a pre-start checklist to confirm that all required tools and equipment are securely placed and fastened in the vehicle before commencing the journey.	1L	

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			- Secure loose items inside the cabin or storage compartments using proper restraining devices, such as cargo nets, bungee cords, or padded dividers. - Establish weight limits for different types of cargo and their distribution within the vehicle, ensuring the limit doesn't exceed the manufacturer's specifications. - Position heavy or bulky items on the vehicle's centre of gravity to miniimise the risk of imbalances which may lead to cargo movement during transit. - Use appropriate warning signs and labels to mark hazardous materials, sharp objects, or other potential dangers related to the equipment being transported. - Maintain clear communication between the loading team and the driver to ensure they are aware of any potential risks or irregularities with the cargo before departure. - Develop an organised system for storing tools and equipment when not in use, such as designated storage areas within the vehicle or portable toolboxes, to prevent misplacement and potential hazards from loose items. - Implement regular audits and spot checks to ensure that workers are adhering to the company's policies about securing equipment and preventing loose cargo hazards. - Encourage a culture of safety by providing accessible reporting channels for workers to raise concerns over work practices and equipment issues, fostering a sense of responsibility and accountability among staff.		
10. Reversing maneuvers	Collision, Hitting pedestrians	3H	- Implement and enforce a designated traffic management plan, clearly outlining vehicular movement paths and reversing areas to miniimise the risk of collisions and pedestrian accidents. - Ensure all vehicles are equipped with functional and audible reversing alarms to alert nearby pedestrians and workers during maneuvers. - Install appropriate mirrors or reverse cameras in vehicles to provide clear visibility of the surrounding area while reversing. - Establish designated pedestrian walkways separate from vehicle operating areas, marked with high-visibility paint and signage. - Provide adequate lighting in reversing and maneuvering areas to ensure clear visibility for both drivers and pedestrians. - Conduct regular safety briefings and toolbox talks to promote awareness about the risks associated with reversing maneuvers and the control measures in place. - Employ a trained spotter to assist drivers in reversing safely, maintaining clear and constant communication using radios or agreed-upon hand signals. - Limit vehicle speeds within the worksite, enforcing strict adherence to posted speed limits and ensuring all drivers are aware of their responsibilities. - Conduct regular maintenance checks on vehicles, ensuring brakes, rearview mirrors, lights, and other safety features are functioning properly.	1L	

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			- Encourage a "one vehicle at a time" policy for reversing, eliminating potential collisions between two vehicles attempting simultaneous maneuvers. - Train all vehicle operators and workers on site to recognise and promptly report any unsafe practices or potential hazards related to reversal maneuvers. - Continuously monitor and review the effectiveness of implemented control measures, making adjustments as necessary to maintain the highest possible level of safety. - Emphasise a culture of sharing near-miss experiences or incidents involving vehicle reversals, allowing for all workers to learn and benefit from the insights gained to prevent future accidents.		
11. Working at heights	Falls from height, Dropped tools	4A	- Provide appropriate working at heights training to all staff involved in the task, ensuring they are competent and aware of potential hazards. - Conduct a risk assessment prior to commencing the work to identify any specific hazards relating to working at height and implement required control measures. - Ensure proper use of Personal Protective Equipment (PPE), such as safety harnesses, helmets, gloves, and high-visibility vests to prevent falls and accidents during work tasks conducted at height. - Provide safe access to elevated work areas using well-maintained scaffolding, mobile elevating work platforms (MEWPs), or ladders with proper fall arrest equipment. - Establish designated working zones and walkways, clearly signposted to restrict unauthorised personnel access and prevent risks associated with working at heights. - Implement a tool tethering system to secure tools while working at height, preventing dropped tools from causing injury to workers below. - Regularly inspect, maintain, and certify equipment used for working at heights, including adequate checks before each use to ensure it is in optimal working order. - Have a communication system in place between workers on the ground and those working at heights, allowing for effective coordination and immediate response to any issues that may arise. - Keep the working area clean and well organised, reducing clutter and eliminating tripping hazards that may lead to falls for workers on elevated structures. - Develop an emergency plan and rescue procedures specific to your worksite, ensuring staff are trained and prepared to respond effectively in case of incidents involving workers at height.	2M	
12. Emergency response	Delayed response, Insufficient training	2M	- **Emergency Response Plan**: Develop a comprehensive emergency response plan that specifically addresses potential vehicle-related incidents, ensuring it is easily accessible and understood by all workers.	1L	

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			- **Regular Training Sessions**: Conduct regular training sessions to ensure all employees are well-versed in emergency response procedures, including first aid administration, reporting requirements, and the use of necessary equipment. - **Designated Emergency Contacts**: Establish a clear list of emergency contacts, such as onsite medical personnel or external authorities, making sure all workers have quick access to this information during an emergency. - **Mock Drills**: Organise periodic mock drills simulating various emergency scenarios, allowing workers to practice their response in a controlled environment. - **Safety Equipment Availability**: Ensure that appropriate safety equipment such as fire extinguishers, first aid kits, and spill containment materials are readily available in case of emergencies. - **Communication System**: Implement an efficient communication system, such as walkie talkies or mobile devices with dedicated channels, for rapid information sharing and coordination during emergencies. - **Visible Signage**: Place clear and visible signage throughout the worksite to guide workers in evacuation routes, assembly points, and locations of emergency equipment. - **Ongoing Monitoring**: Regularly review and update emergency response protocols to reflect any changes in workplace conditions, vehicles used, or potential new hazards. - **Mandatory Refresher Training**: Require all employees to participate in refresher emergency response training periodically to maintain their skills and knowledge. - **Incident Documentation & Review**: Document all incidents, near-misses, and emergency situations to identify areas for improvement, implementing appropriate changes to prevent future occurrences. - **Worker Feedback and Involvement**: Encourage workers to provide feedback on the effectiveness of emergency response measures and include them in planning processes to ensure procedures address their concerns and perspectives.		
13. Tool storage	Fallen items, Cluttered workspace	2M	- Clearly label designated storage areas for tools and equipment in the vehicle, ensuring these spaces are easily accessible for all workers. - Implement a tool inventory system to keep track of all tools and equipment in the vehicle, as well as their condition and maintenance needs. - Provide appropriate tool boxes or secure storage containers for different types of tools to prevent disorganization and clutter. - Conduct regular inspections of storage areas to ensure that tools and equipment are not damaged or posing a risk to workers. - Use adjustable dividers or foam inserts in storage containers to secure and separate individual tools, minimising the potential for them to become dislodged during transit.	1L	

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			- Ensure that all heavy tools or objects are stored as low as possible to reduce the risk of injury from falling items. - Make sure that frequently used tools and equipment are easily accessible, preventing potential injuries caused by searching through excessively cluttered spaces. - Establish a clear procedure for reporting missing or damaged tools so that they can be promptly replaced or repaired in order to miniimise workplace hazards. - Train employees on the correct way to store items within the vehicle, including how to load heavy items safely and effectively to reduce the risks of fallen objects. - Develop a system for regularly cleaning and organising storage spaces, ensuring any clutter or debris is promptly removed to maintain an orderly workspace. - Implement signage or visual cues reminding employees to properly store their tools and equipment after use, encouraging healthy workplace habits. - Create an emergency plan outlining the steps to take following incidents involving fallen items, ensuring workers know how to respond accordingly to reduce hazards quickly and efficiently. - Encourage open communication around workplace safety concerns, allowing employees the opportunity to express their opinions and contribute to the improvement of storage systems and other safety measures. - Regularly review and update control measures relating to tool storage, taking into account new technologies, materials, and processes to consistently enhance employee safety in the workplace.		
14. Communication systems	Miscommunication, Lack of visibility	3H	- Implement a standardised communication protocol: Establish clear and precise communication systems and processes to ensure that all workers understand the messages being conveyed and the actions required. - Provide effective training: Ensure all employees are well-trained in proper communication procedures, including the use of hand signals and radio etiquette when dealing with heavy vehicles. - Use alternative communication methods during high noise levels: In case of noisy work environments, provide additional means of communication such as two-way radios or mobile communication applications to prevent miscommunication. - Conduct regular safety briefings: Hold regular safety meetings on site to address communication concerns, review protocols, and update any changes pertaining to communication measures in this work step. - Encourage open lines of communication: Promote a culture of open communication in which workers feel comfortable reporting hazards, incidents, and near misses without fear of retribution.	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
			- Have designated communication operators: Assign specific individuals to manage and monitor the communication between personnel and vehicle operators to reduce errors and confusion. - Require high-visibility clothing: Workers should wear high-visibility vests or clothing to increase their visibility around vehicles, minimising risks associated with lack of visibility. - Utilise spotters for vehicle movements: When necessary, designate spotters to assist in guiding vehicle operators while navigating through tight spaces or around blind corners. - Install signage and barriers: Clearly mark traffic paths and no-go zones on the worksite using appropriate signage, barricades, or cones to help direct vehicle movements and avoid collisions with pedestrians. - Install additional lighting: For low-light conditions or night work, install adequate lighting sources to enhance visibility for both vehicle operators and workers on foot. - Regularly review and update communication system effectiveness: Actively monitor the performance of communication systems and make adjustments as needed to address any identified gaps or areas of improvement. Conduct periodic audits of communication practices to ensure ongoing compliance with established protocols.		
15. Waste disposal	Toxic exposure, Sharp objects	2M	- Proper waste segregation: Ensure that toxic wastes and sharp objects are separated from general waste in designated containers, marked with appropriate labels or signs for easy identification. - Personal Protective Equipment (PPE): Provide and enforce the use of appropriate PPE, such as gloves, safety goggles, and high-visibility vests, to miniimise the risk of injury or exposure to toxins while handling waste materials. - Staff training and awareness: Conduct regular as well as refresher training sessions for employees to educate them about good waste disposal practices and proper handling of hazardous materials. - Spill-response plan: Develop and implement a plan for handling spills, leaks or accidents involving hazardous materials, including immediate containment and clean-up procedures to miniimise harm to workers and the environment. - Safe operating procedures: Establish standard operating procedures (SOPs) for waste disposal tasks that outline correct techniques, required PPE, and other measures to reduce risks associated with toxic exposure and sharp objects. - Sharps containers: Provide dedicated sharps containers for disposing of needles and other sharp objects to prevent injuries and miniimise contact with potentially infectious material. - Handling and transport: Adopt safe handling and transportation procedures for hazardous waste, ensuring that waste is securely stored in appropriate containers and transported by authorised personnel only.	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
			- Clear signage: Display clear, easily visible signs around waste disposal areas that warn of potential hazards and provide instructions on proper disposal methods. - Regular inspections and audits: Conduct routine inspections and audits of waste disposal practices to identify areas for improvement, monitor compliance with regulations and ensure consistent application of control measures. - Waste disposal policy: Establish a workplace waste disposal policy that clearly defines responsibilities, sets targets for waste reduction, and outlines procedures for managing and disposing of hazardous waste. - Emergency response training: Train staff on emergency response procedures specific to the different types of hazards they may encounter during waste disposal activities, including first aid measures and emergency shutdown protocols. - Open communication: Encourage open lines of communication between management and employees regarding concerns or suggestions related to waste disposal practices, enabling swift resolution of potential hazards and fostering a safer work environment.		
16. Incident reporting	Incomplete reports, Lack of follow-up	3H	- Ensure all staff members complete comprehensive incident reporting training, which emphasizes the importance of detailed and accurate information. - Develop a user-friendly incident reporting form or system that prompts users to provide all necessary information, reducing the likelihood of incomplete reports. - Implement a culture of open communication where team members feel comfortable discussing incidents without fear of reprisal. - Assign responsibility for following up on incident reports to designated health and safety representatives who are accountable for monitoring progress and ensuring proper action is taken. - Conduct regular reviews of incident reports to identify trends or patterns that may require additional control measures, training, or resources. - Utilise technology solutions such as automated reminders and notifications to ensure timely follow-up on reported incidents. - Establish clear procedures for escalating urgent matters related to incident reporting and follow-up. - Set and communicate expectations regarding timeframes for completing incident report submissions and follow-up actions. - Incorporate learnings from previous incident reports into ongoing health and safety procedure reviews to improve overall response to future occurrences. - Create a central repository for all incident reports to eliminate duplication, facilitate easy access, and enhance data analysis capabilities.	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
			- Encourage cross-functional collaboration when analysing and addressing incident reports to establish a more holistic understanding of root causes and potential preventative measures. - Provide regular feedback to the team about the status and resolution of submitted incident reports, fostering a sense of accountability and continuous improvement. - Schedule periodic team meetings dedicated to discussing recent incidents, their causes, and the steps taken to prevent recurrence, promoting a proactive approach among team members. - Engage with industry best practices and, when possible, utilise external expertise to review and assess the organisation's incident reporting processes and performance to identify areas for improvement.		
17. Environmental management	Spills, Noise pollution	2M	- Proper Storage: Ensure all hazardous materials, oils, and fuels are stored in designated areas with appropriate secondary containment systems to prevent leaks, spills, or accidental releases. - Spill Response Plan: Develop and implement a spill response plan tailored to the specific project site and type of substances being handled. This should include easy access to spill kits, instructions for containment and clean-up, and established protocols for reporting spills. - Noise Management Plan: Develop a noise management plan that includes identifying potential sources of noise pollution, establishing acceptable noise levels, implementing control measures (such as noise barriers or equipment silencers), and monitoring and evaluating noise levels to ensure compliance with legislation and permit requirements. - Regular Maintenance: Schedule regular inspections and maintenance for vehicles and machinery to miniimise the risk of fluid leaks and reduce noise emissions from poorly functioning equipment. - Staff Training: Train all employees on environmental management practices and procedures, including the proper handling and storage of fuel and other hazardous substances, spill response techniques, and noise control measures. - Vehicle Idling Policy: Implement a vehicle idling policy to reduce unnecessary noise pollution and emissions from diesel engines. Encourage drivers to turn off their vehicles when not in use or during extended wait times. - Use Low-Noise Equipment: Whenever possible, use low-noise equipment and technologies to miniimise exposure to excessive noise levels for workers and nearby residents or sensitive receptors. - Work Scheduling: Schedule noisy tasks or activities during less-sensitive hours or days, considering the site's proximity to residential or environmentally sensitive areas.	1L	

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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
			- Communicate with Surrounding Community: Establish open lines of communication with the local community to address concerns about noise and spill management, providing regular updates on progress and any incidents that have occurred. - Monitoring and Evaluation: Continuously monitor and evaluate the effectiveness of implemented control measures to ensure that risks are kept as low as possible, adapting the SWMS as necessary. - Reporting and Documentation: Ensure that all environmental incidents, including spills and noise complaints, are accurately documented and reported to the appropriate authorities. Maintain detailed records of control measures applied and their effectiveness, contributing to continuous improvement in environmental management practices.		
18. Traffic management	Struck-by-vehicle, Lack of signaling	3H	- Develop a comprehensive traffic management plan: Prioritise pedestrian and vehicle routes within the work zone, incorporating signage, directions, and designated areas for unloading/loading materials. - Utilise trained traffic controllers: Ensure adequate training of all personnel assigned to manage traffic in the worksite; they should be familiar with relevant regulations and procedures. - Avoid blind spots: Use mirrors and other devices to miniimise blind spots for drivers moving around the worksite; maintain clear lines of sight where traffic intersects pedestrian pathways. - Set appropriate speed limits: Establish and enforce safe speed limits for vehicles within the worksite, taking into consideration the layout, number of workers, and types of vehicles present. - Communicate effectively: Improve communication among workers and drivers through the use of handheld radios, hands-free devices, or standardised hand signals when managing traffic movements. - Implement signage and barriers: Install clear signage and physical barriers where necessary to guide workers, pedestrians, and vehicles around the worksite safely. - Conduct regular inspections: Carry out daily inspections of all traffic management measures (signs, barriers, etc.) to ensure they are appropriately placed and are in good condition. - Establish clear pedestrian walkways: Designate separate pedestrian pathways in high traffic areas to keep workers on foot away from vehicular traffic. - Promote visibility: Ensure that all workers wear highly visible clothing and install lighting, reflectors, or warning flags on vehicles to increase visibility during low light conditions. - Inspect and maintain vehicles: Regularly check vehicles for proper functioning of brakes, lights, horn, and signal systems; report any defects and repair them promptly.	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
			- Hold safety meetings: Conduct regular safety meetings to remind staff of the importance of adhering to traffic management plans and review any incidents/near misses related to traffic management. - Update emergency response plans: Ensure first aid kits and emergency contact information are readily available in the planning of emergencies involving either pedestrians or vehicles on the worksite. - Implement and enforce penalties for non-compliance: Enforce penalties, such as warnings or suspension from the work area for workers who fail to comply with established traffic management plans and protocols.		
19. Confined space work	Asphyxiation, Entrapment	4A	- Proper Training and Certification: Ensure that all personnel involved in confined space work have undergone appropriate training and possess necessary certifications to perform tasks safely. - Use of Permits and Signage: Implement a permit-to-work system for confined space entries, along with clearly visible signs indicating the presence of confined spaces and associated hazards. - Pre-Entry Hazard Assessment: Conduct a thorough hazard assessment before any entry into the confined space, identifying potential risks and implementing appropriate controls. - Ventilation and Air Monitoring: Ensure that proper ventilation is provided within the confined space, and regularly monitor air quality, including testing for oxygen levels, flammable gases, vapors and toxic substances. - Emergency Response Plan: Establish a detailed emergency response plan for confined space incidents, including rescue procedures, communication methods, and first-aid provisions. - Use of Personal Protective Equipment (PPE): Provide appropriate PPE for the personnel entering confined spaces, such as respiratory protection, chemical-resistant gloves, and safety harnesses. - Lockout/Tagout Procedures: Follow proper lockout/tagout protocols to isolate hazardous energy sources and prevent unauthorised operations during confined space work. - Communication and Supervision: Maintain constant communication between entrants and observers outside the confined space using radios, signaling systems, or other reliable communication methods. The observer must be responsible for supervising the workers inside the confined space and alert them to any changes in conditions. - Entry and Exit Safeguards: Miniimise entrapment risks by providing equipment such as ladders, tripods or temporary platforms to ensure safe entry and exit from confined spaces.	2M	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
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			- Regular Review and Inspection: Conduct periodic reviews of SWMS for confined spaces, addressing changes in job scope or workspace conditions, and carry out routine inspections on tools and equipment used during confined space work.		
20. End of day procedures	Leftover materials, Unsafe practices	2M	- Ensure proper disposal of leftover materials: At the end of each workday, leftover materials should be cleared off and disposed of appropriately as per regulatory guidelines. This helps reduce the risk associated with handling these materials improperly. - Implement safe operating procedures: All workers should be familiar with and adhere to safe work practices for operating vehicles, which may include maintaining appropriate speeds, using signals correctly, and wearing seatbelts at all times. - Establish a designated parking area: A clearly defined parking area should be created and marked to prevent unauthorised access or improper parking, thus reducing potential hazards. - Conduct daily inspections: Workers should perform routine checks on their vehicles before leaving the worksite, ensuring that they are functioning properly and free of hazards. - Provide adequate supervision: A supervisor should be present during end-of-day procedures to address any unsafe practices or behaviors immediately, promoting workplace safety. - Communicate clear instructions for packing up: Workers must receive detailed instructions for the secure packing and storage of all tools and equipment in order to reduce the risk of accidents during transportation. - Promote a tidy worksite: Encourage all employees to keep their workspaces clean and organised throughout their shifts to ensure the overall safety of the environment. - Hold regular safety meetings: Regularly engage in discussions about health and safety in the workplace, addressing concerns, and sharing tips on how to avoid unsafe practices. - Implement an incident reporting system: Encourage workers to report any observed unsafe practices or near misses promptly so that corrective actions can be taken to prevent similar incidents in the future. - Provide training and education: Ensure all staff members have access to relevant training courses and are encouraged to attend seminars that support best practices in Workplace Health and Safety (WHS). - Document and review end-of-day procedures: Create a written record of the processes at the conclusion of each workday, accompanied by regular reviews to identify potential areas for improvement or necessary adjustments to current practices.	1L	

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**	