

Vertical Borer | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Vertical Borer

Business Name: Coastal Hire And Sales Pty Ltd

ABN: 70114481408

SWMS#

Business Address:

Contact Person:

Phone:

Email:

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

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

Full Name:

Signature:

Title:

Date:

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

Full Name:

Title:

Phone:

ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS SWMS MUST HAVE THE FOLLOWING COMMUNICATED

NAME AND DATED SIGNATURE OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE DEVELOPMENT AND APPROVAL OF THIS SWMS

Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, secondly to communicate those hazards and then to further take steps to either eliminate or control each hazard.

NAME

SIGNATURE

DATE

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

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

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

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CLIENT OR PRINCIPAL CONTRACTOR DETAILS

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

ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT

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

ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY

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

RISK MATRIX											
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HEIRARCHY OF CONTROLS			
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE						
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED				
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.				
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.				
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.				
<p>Notes on Hierarchy of Controls: Elimination methods are the most effective and preferred when controlling a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the third most effective, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment) is the least effective method.</p>											
PERSONAL PROTECTIVE EQUIPMENT (PPE)											
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING PROTECTION	EYE PROTECTION	RESPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable).											
<p>Note: A SWMS must be reviewed regularly to make sure it remains effective. A SWMS must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.</p> <p>When a SWMS has been revised, the person conducting a business or undertaking must ensure all:</p> <ol style="list-style-type: none"> persons involved in the work are advised that a revision has been made and how they can access the revised SWMS; persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS; and, workers that will be involved in the work are provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS. 											

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Unstable floor surface, Poorly maintained equipment	2M	<ul style="list-style-type: none"> - Inspect the floor surface prior to beginning work, identifying any uneven or unstable areas that could pose a risk during operation. If necessary, level and stabilise the work area with appropriate materials. - Keep the workspace clean and free of debris, spills, or loose objects that may contribute to an unstable floor surface or slip/trip hazards. - Develop and implement regular maintenance schedules for vertical borer equipment to ensure all parts and components are in good working order. This includes checking for leaks, worn belts, and proper lubrication. - Train all workers on the proper use and operation of vertical borers, as well as how to identify and report signs of poorly maintained equipment or potential hazards. - Ensure that all necessary personal protective equipment (PPE) is worn by workers operating vertical borers, such as safety glasses, hearing protection, and appropriate footwear. - Install warning signage near the vertical borer work area to alert other workers about the potential hazards and instruct them to maintain a safe distance from the machine while it's in operation. - Invest in anti-slip and anti-fatigue matting, where applicable, to further improve floor stability and enhance worker comfort during long periods of standing. - Develop an emergency response plan to address potential incidents that may occur during the operation of vertical borers, such as machine malfunctions or injuries to workers. - Regularly assess the condition of supporting structures (e.g., benches or platforms) that the vertical borer may be mounted on, ensuring they remain stable and secure during operation. - Utilise temporary barriers or delineate the work zone using safety tape to keep unauthorised personnel away from the vertical borer while it's in use. - Encourage open communication among employees and supervisors, fostering a positive safety culture where workers feel comfortable discussing potential hazards and sharing ideas for improving workplace health and safety. - Conduct periodic safety audits and risk assessments, continually evaluating the workplace for potential hazards and adjusting control measures as necessary to maintain a safe work environment. 	1L	
2. Pre-operation check	Inadequate training, Inspect safety guarding	3H	<ul style="list-style-type: none"> - Ensure that all operators have received appropriate training and are competent in operating the vertical borer before commencing work. - Provide ongoing training and refresher courses to keep operators up-to-date on best practices and any changes in technology or procedures. - Implement a system for monitoring and evaluating operator performance, including regular assessments to ensure competency in safe use of the vertical borer. 	2M	

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			<ul style="list-style-type: none"> - Establish a pre-operation checklist to be completed by operators before using the vertical borer, ensuring all critical safety checks are conducted. - Inspect the safety guarding around the vertical borer prior to operation, ensuring it is correctly fitted and that all parts are intact and functioning as intended. - Develop a routine maintenance schedule for the vertical borer, including regular inspections and servicing of safety guarding components. - Conduct regular audits of the workshop environment to identify any potential hazards that may impact the safe operation of the vertical borer, such as poor housekeeping or inadequate lighting. - Maintain records of all training, assessments, inspections, maintenance, and other relevant documentation relating to the safe use and management of the vertical borer. - Communicate clearly with all staff members about their responsibilities for maintaining a safe working environment when using the vertical borer, including following company policies and procedures related to workplace health and safety. - Provide personal protective equipment (PPE) such as safety goggles, gloves, and hearing protection for operators, and ensure they are trained in its proper use and maintenance. - Encourage open communication between employees and managers, fostering a safety culture that encourages workers to raise concerns or report potential hazards without fear of reprisal. - Install emergency stop buttons and other safety features on the vertical borer machine to provide additional safeguards against accidents or injuries during operation. - Limit access to the vertical borer area to authorised personnel only, reducing the risk of injury to untrained individuals who may attempt to operate the machine. - Designate a safety officer or manager responsible for overseeing the implementation and ongoing management of these control measures, ensuring that they are consistently applied and effective in maintaining a safe working environment when using the vertical borer. 		
3. Setup	Improper machine setup, Tools damage	3H	<ul style="list-style-type: none"> - Proper training: Ensure that all operators have undergone appropriate training for setting up and using the Vertical Borer, so they are competent to perform tasks safely. - Follow manufacturer guidelines: Always adhere to the manufacturer's instructions and guidelines for machine setup, operation, maintenance, and tool usage. - Equipment inspection: Regularly inspect the Vertical Borer and tools for signs of wear and damage. Remove any damaged tools or equipment from use immediately. 	1L	

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			<ul style="list-style-type: none"> - Safe lifting techniques: Utilise safe lifting techniques and mechanical aids, such as pallet jacks or cranes, when necessary to handle heavy components during the setup process. - Protective gear: Ensure workers wear appropriate personal protective equipment (PPE) during setup, including safety glasses, gloves, and steel-toed boots. - Tool management: Implement a system for controlling and tracking the use and condition of tools to minimise the risk of using damaged or faulty equipment. - Pre-setup checks: Conduct thorough pre-operation inspections of the Vertical Borer, its settings, and work area before beginning any setup procedures to ensure everything is in working order. - Adequate workspace: Maintain a clean, organised, and well-ventilated work area around the machine to reduce the risk of accidents and provide ample room for maneuvering during setup. - Lockout/tagout procedures: Follow proper lockout/tagout procedures when performing maintenance or setup tasks on the Vertical Borer to prevent accidental activation. - Use of correct tools: Utilise appropriate tools and fixtures specifically designed for use with the Vertical Borer to ensure accurate setup and reduce the risk of tool damage. - Operator communication: Encourage open communication between operators and supervisors regarding any issues or concerns with the machine or setup process to address potential hazards promptly. 		
4. Alignment & calibration	Unplanned movements, Wrongly fitted tools	3H	<ul style="list-style-type: none"> - Adequate training: Ensure that all operators and workers using the vertical borer have received sufficient training in alignment and calibration procedures. This will help reduce the risk of errors that may cause unplanned movements or wrongly fitted tools. - Pre-start inspection: Conduct a thorough pre-start inspection of the vertical borer, its alignment and calibration components to ensure proper functionality before commencing work. - Lockout/tagout procedures: Implement lockout/tagout procedures to prevent unauthorised access to the machine during adjustment and maintenance. - Safety interlocks: Use safety interlocks for preventing the vertical borer from starting when the doors are open or appropriate shields are not in place. - Proper tool storage: Store all tools and accessories used in alignment and calibration in an organised manner with distinguishable labeling to prevent instances of wrongly fitting tools. - Checklists: Develop and use step-by-step checklists for alignment and calibration tasks to ensure that all necessary steps are followed accurately. 	1L	

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			<ul style="list-style-type: none"> - Two-person calibration team: Utilise a two-person team for any alignment and calibration adjustments, allowing one person to secure the machine while the other makes the necessary changes, reducing the potential for mistakes or accidents. - Personal protective equipment (PPE): Ensure that operators and workers wear appropriate personal protective equipment like safety glasses, gloves, and hearing protection to protect them from any hazard during the alignment and calibration process. - Regular maintenance and inspections: Schedule and perform regular preventive maintenance and inspections of the vertical borer, focusing on alignment and calibration components, ensuring its ongoing reliability and safe operation. - Clear signage: Display clear signage outlining hazards associated with alignment and calibration tasks and guidelines for safe working procedures around the vertical borer. - Communication between workers: Encourage open communication between workers to report any misaligned or improperly calibrated machines they encounter. This will allow for prompt re-calibration and the prevention of accidents due to misaligned or incorrectly calibrated tools. 		
5. Loading materials	Manual handling of heavy objects, Dropping objects	2M	<ul style="list-style-type: none"> - Proper Lifting Techniques: Ensure workers are trained in proper manual handling techniques, including bending at the knees and hips, keeping the back straight, and avoiding twisting movements when lifting heavy objects. - Using Mechanical Aids: Where possible, utilise mechanical aids such as forklifts, chain blocks, or hoists to reduce physical strain on workers while loading materials. - Team Lifts: For larger or awkwardly shaped items, implement a team lift with multiple workers assisting each other during the loading process. - Clear Workspaces: Maintain a clean and clutter-free workspace in the loading area to miniimise trip hazards and allow easy access to required equipment and machinery. - Personal Protective Equipment (PPE): Ensure workers use appropriate PPE, such as gloves and steel-toed boots, for added protection against potential hazards. - Regular Breaks: Schedule regular breaks for workers to miniimise the risk of fatigue contributing to unsafe manual handling techniques. - Pre-Loading Inspections: Conduct thorough inspections of materials prior to loading, verifying that they are free from defects or abnormalities which could pose a risk during handling. - Securing Material: Use straps, ropes, or other methods to securely fasten materials onto the vertical borer to prevent unexpected shifting or dropping of objects during loading. 	1L	

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			<ul style="list-style-type: none"> - Safe Stacking: Stack materials neatly and safely, ensuring that the weight is distributed evenly, and avoid stacking materials too high or in unstable configurations. - Communication & Training: Facilitate strong communication between team members, emphasising the importance of clear signal calls and using a shared understanding of any hand signals or verbal commands relevant to the loading process. - Exclusion Zones: Establish exclusion zones around the loading area to prevent unauthorised personnel from entering the space and potentially being exposed to the hazards associated with loading materials. - Emergency Response Plan: Develop and communicate a comprehensive emergency response plan to all involved workers, outlining the steps to take in the event of an incident involving dropped materials or manual handling injuries. 		
6. Operating the borer	Rotating or moving parts, Splinters/foreign objects	3H	<ul style="list-style-type: none"> - Regular maintenance and inspection: Ensure that the vertical borer is regularly maintained and inspected in line with the manufacturer's guidelines to reduce the possibility of malfunctioning or failure of moving parts. - Proper guarding: Install suitable guards around the rotating or moving parts to prevent any accidental contact with the operator or other workers. - Personal protective equipment (PPE): Ensure that operators and nearby personnel wear appropriate PPE such as safety glasses, gloves, and hearing protection while working near the vertical borer. - Training and supervision: Provide comprehensive training on the safe operation of the vertical borer and ensure that only qualified and experienced personnel operate the machine under proper supervision. - Emergency stop controls: Ensure that the vertical borer is equipped with easily accessible emergency stop controls that can instantly halt the machine's operation in case of an emergency. - Debris management: Regularly clean and remove any debris, splinters, and foreign objects from the work area and the borer itself to minimise the risk of accidents and injuries. - Clear signage: Display clear and visible warning signs around the working area to alert workers to potential hazards associated with the vertical borer, such as "Caution: Rotating Parts" or "Warning: Splinter Hazard." - Safe work procedures: Develop and implement a well-defined Standard Work Method Statement (SWMS) for the safe operation of the vertical borer, and ensure all relevant employees are trained in this procedure. - Workspace layout: Arrange the workspace to provide ample space for the operator to work unhindered and maintain a safe distance from the machine's rotating parts. 	2M	

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			- Incident reporting and investigation: Establish a system for reporting and investigating any incidents related to the operation of the vertical borer, allowing for effective corrective actions and improvements in safety measures.		
7. Adjusting settings	Unsafe changes in speed, Improper securing of components	2M	<ul style="list-style-type: none"> - Clearly display the manufacturer's recommended operating speeds for various material types and thicknesses at the workstation where the vertical borer is being used. - Ensure that all workers operating the equipment receive adequate training on appropriate speed settings, as well as how to safely adjust these settings when required. - Implement a mandatory safety check procedure before each use, which includes reviewing and verifying that the speed and settings are correct for the specific materials being worked on. - Encourage workers to ask colleagues or supervisors for guidance if they are unsure of the correct equipment settings or have any concerns about their ability to complete a task safely. - Maintain an inspection schedule for the vertical borer equipment, with a focus on identifying elements such as worn-out gears or belts which could contribute to unsafe changes in speed. - Place cautionary signs and labels on the vertical borer machine to remind operators of the potential hazards associated with adjusting settings and speed. - Equip the machine with safety devices such as emergency stop buttons and guards to protect workers from potential injuries while adjusting settings. - Implement strict policies around not adjusting settings or speed during operation, including the possibility of disciplinary action if this rule is not adhered to. - Establish procedures for securing components correctly before start-up, with supervisors or other experienced personnel providing guidance when necessary. - Create a culture of open communication where workers feel comfortable discussing potential hazards or unsafe behaviors related to machine operation, and ensure that supervisors are receptive to these concerns. - Provide workers with the appropriate PPE, such as eye protection and hearing protection, to minimise the risk of injury when adjusting machine settings and securing components. - Keep detailed records of maintenance, repairs, and adjustments made on the vertical borer machine. This will provide useful information to manage risks, identify recurring issues, and enable continuous improvement of health and safety standards. 	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

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

SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

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

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

SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

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

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

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

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

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

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

SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

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

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