

Wet and Dry Vacuum Cleaner | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Wet and Dry Vacuum Cleaner

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	Electrical hazards, Slips and trips	2M	<ul style="list-style-type: none"> - Inspect the vacuum cleaner for any signs of damage or wear, and ensure it is in proper working condition before use. - Ensure that the vacuum cleaner is suitable for both wet and dry applications to avoid damaging the equipment or creating additional hazards. - Check the electrical cords, switches, and outlets for any visible damage or wear, and replace any faulty parts prior to use. - Use a residual current device (RCD) when operating the vacuum cleaner to reduce the risk of electric shock. - Keep electrical cords neatly organised and secured to prevent tripping hazards. - Place warning signs or barriers around the work area to alert others of potential slip and trip hazards. - Regularly empty the vacuum container to prevent overflow, which could lead to increased slip and trip risks due to excess water on the floor. - Use non-slip mats in areas prone to slipping, such as entrances or exits, to reduce the likelihood of falls. - Operate the vacuum cleaner at a controlled pace to minimise the risk of slipping or losing balance. - Wear appropriate personal protective equipment (PPE), such as slip-resistant footwear and high visibility clothing, to minimise the risk of injury. - Follow proper lifting techniques when moving or emptying the vacuum cleaner to prevent strain-related injuries. - During preparation, maintain clear and unobstructed walkways and access points to reduce the risk of slip, trips, and falls. - Regularly check the filters and attachments of the vacuum cleaner to ensure they are clean and functioning properly, helping to prevent potential spills of wet or dry materials in the workspace. - Provide proper training on the safe operation and maintenance of the vacuum cleaner, ensuring all staff understand their responsibilities for maintaining a safe work environment. 	1L	
2. Equipment Check	Faulty equipment, Untrained operator	3H	<ul style="list-style-type: none"> - Regular inspection: Conduct routine inspections of the wet and dry vacuum cleaner to ensure all parts are functioning properly and any defects are identified early. - Maintenance schedule: Develop a regular maintenance schedule for the equipment as per the manufacturer's guidelines, ensuring timely servicing, cleaning, and replacement of worn-out parts. - Operator training: Ensure all operators are trained in the correct usage, handling, storage, and maintenance of wet and dry vacuum cleaners. Provide refresher courses periodically to maintain skills. 	1L	

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			<ul style="list-style-type: none"> - Logbook: Maintain an equipment logbook to record all maintenance activities, identify trends in breakdowns, and plan preventive measures. - Load capacity: Strictly follow the weight and volume limit specified by the manufacturer for the vacuum cleaner to avoid damage to internal components due to overloading. - Safety gear: Make sure operators use appropriate PPE (personal protective equipment) like gloves, eye protection, and earplugs while operating the vacuum cleaner to protect from potential hazards. - Clear work area: Keep the area where the wet and dry vacuum cleaner is being used free from obstructions and other hazards to minimise the risk of accidents during operation. - Safety signage: Display appropriate safety signs around the work area to inform workers about the ongoing vacuum cleaning process and potential hazards involved. - Step-by-step operating procedures: Develop clear step-by-step instructions on how to use the vacuum cleaner, including which attachments to use for different tasks and surfaces. - Incident reporting: Encourage workers to report any malfunction or incidents involving the wet and dry vacuum cleaner immediately to supervisors or management for prompt investigation and corrective action. - Emergency response plan: Formulate an emergency response plan in case of equipment-related accidents, including information on who to call for assistance, first aid measures, and evacuation procedures. - Proper storage: Store the wet and dry vacuum cleaner in a designated area when not in use, preventing any damage or tampering of equipment. - Continuous improvement: Regularly review and update the control measures outlined in the Safe Work Method Statement (SWMS) based on new information, changing conditions, and feedback from workers to enhance workplace safety continually. 		
3. Wet Vacuuming	Water damage, Electrical shock	4A	<ul style="list-style-type: none"> - Ensure proper training and instruction on the safe use of the wet and dry vacuum cleaner is provided to all employees before they operate it. - Always inspect the power cord, plug, and vacuum components for any signs of damage prior to beginning the wet vacuuming process. If any damage is found, do not use the appliance until it has been properly repaired. - Implement a strict policy of unplugging the vacuum cleaner from its electrical outlet when it is not in use or when emptying the waste container to avoid accidental electrical shocks. - Make sure that the vacuum cleaner's filter is appropriate for wet vacuuming and is in good condition, as using an incorrect or damaged filter can lead to water damage inside the vacuum cleaner. 	2M	

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			<ul style="list-style-type: none"> - Thoroughly examine the area to be vacuumed for any potential electrical hazards, such as exposed wires or poor connection points, prior to starting the wet vacuuming process. - Avoid overfilling the vacuum's waste container by regularly checking the fill level and emptying the contents when necessary to prevent equipment damage and reduce the risk of electrical shock. - Install a circuit breaker or residual current device (RCD) on the vacuum cleaner's electrical supply to provide immediate protection against unintentional electrical faults or shorts. - Keep any bystanders or unauthorised personnel at a safe distance while the wet & dry vacuum cleaner is in operation. - Do not use the vacuum cleaner around or near any flammable liquids or gases, as this could introduce a risk of fire or explosion. - Use appropriate signage and barricades to cordon off the work area, ensuring that people are aware of the wet floor and the presence of electrical equipment. - Provide personal protective equipment (PPE), including rubber gloves and non-slip footwear, to protect employees from potential hazards during the wet vacuuming process. - Schedule regular maintenance and inspections of the wet & dry vacuum cleaner by qualified technicians to ensure ongoing safe operation and adherence to manufacturer guidelines. - Document and update the workplace health and safety plan with the proper usage and procedures for the wet & dry vacuum cleaner, and ensure all employees understand and follow these policies. - Develop an emergency response plan in case of equipment failure or accidents, including clear instructions on how to shut off power immediately and initiate first aid procedures if necessary. 		
4. Dry Vacuuming	Dust inhalation, Overheating	2M	<ul style="list-style-type: none"> - Provide proper training to all workers involved in the dry vacuuming process, ensuring they understand the potential hazards and correct operating procedures. - Use appropriate personal protective equipment (PPE), such as dust masks or respirators, to minimise risk of dust inhalation during the vacuuming process. - Ensure the vacuum cleaner is properly maintained and regularly inspected for any signs of damage or wear that could contribute to overheating or other hazards. - Establish a clear work area, free from obstructions that may create additional risks or impede the safe usage of the vacuum cleaner. - Keep the vacuum cleaner's filter clean and replace it according to the manufacturer's guidelines to maintain optimal performance and reduce the risk of dust exposure. 	1L	

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			<ul style="list-style-type: none"> - Utilise vacuum cleaners with HEPA filtration systems, which are designed to capture fine particles and help limit the risk of inhaling harmful airborne contaminants. - Follow established guidelines and/or manufacturer recommendations on the frequency and duration of vacuum cleaner use to prevent overheating. - Monitor the vacuum cleaner's temperature regularly, and immediately discontinue use if there are any indications that the machine may be overheating. - Avoid using extension cords or power strips when operating the vacuum cleaner to minimise potential electrical hazards. - Implement a buddy system where workers can monitor each other's activities and enforce the use of PPE, ensuring the job can proceed safely and efficiently. - Develop and communicate an emergency response plan that addresses potential hazards related to dry vacuuming, such as dust inhalation or equipment-related issues. - Encourage workers to report any concerns or incidents related to dry vacuuming, empowering them to contribute to the overall safety of their environment. - Conduct regular reviews and updates of the SWMS to continuously improve upon safety measures implemented and identify areas in need of increased attention. - Maintain thorough records of all maintenance, inspections, and incident reports to track the effectiveness of implemented control measures and identify any trends or areas for improvement. 		
5. Extension Cord Use	Trip hazard, Overloading circuits	3H	<ul style="list-style-type: none"> - Inspect extension cords before use: Check for any signs of wear, fraying or damage, and replace with a new cord if necessary, to avoid electrical hazards. - Use an appropriate length cord: Choose an extension cord that is long enough for the task but avoid excessive lengths which can create more trip hazards. - Properly secure cords in place: Use cable covers, cable clips or tape down extension cords to keep them in place, reducing the risk of tripping over loose or tangled cords. - Maintain clear walkways: Position the extension cord so that it does not obstruct any walkways or areas where people frequently pass through, minimising trip hazards. - Only plug into approved GFCI outlets: Ensure that the extension cord is connected to a Ground Fault Circuit Interrupter (GFCI) protected outlet to minimise the risk of overloads and electrocution. - Avoid connecting multiple high-powered tools or devices: Be mindful not to overload the circuit by plugging too many high-powered tools or devices into a single extension cord, as this could cause overheating and potentially start a fire. 	1L	

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			<ul style="list-style-type: none"> - Disconnect when not in use: Unplug the extension cord from the outlet when the vacuum cleaner is not in use, reducing the chances of overloading the circuits or causing an accidental tripping hazard. - Notify others of cord placement: Make sure other workers and individuals in the area are aware of the extension cord's presence and location to reduce the risk of accidents. - Follow manufacturer recommendations: Utilise extension cords specified by the vacuum cleaner manufacturer to ensure compatibility and reduce the likelihood of overloading or damaging components. - Regularly monitor the temperature of the extension cord: Periodically touch and check the temperature of the extension cord during operation to ensure it isn't overheating, which could indicate an overloaded circuit. - Train workers on safe extension cord practices: Provide training and information to employees regarding the correct use and handling of extension cords, including how to identify potential hazards. - Implement a regular maintenance programme: Schedule periodic checks and inspections of all extension cords in the workplace, ensuring their safety, functionality, and compliance with relevant standards and guidelines. 		
6. Filter Maintenance	Exposure to internal debris, Improper reassembly	2M	<ul style="list-style-type: none"> - Proper training: Ensure all workers responsible for filter maintenance are adequately trained in the correct procedures to minimise exposure to internal debris and ensure proper reassembly. - Personal protective equipment (PPE): Require workers to wear appropriate PPE during filter maintenance, such as gloves, dust masks, and safety goggles. - Proper ventilation: Perform filter maintenance in a well-ventilated area to help reduce airborne dust particles and prevent inhalation. - Designated workspace: Establish a designated workspace for filter maintenance, with ready access to tools, equipment, and cleaning materials required for the task. - Manufacturer's instructions: Follow manufacturer guidelines for filter inspection, cleaning, and replacement to ensure proper reassembly and avoid potential hazards. - Regular inspections: Implement a regular inspection schedule for vacuum filters, preventing buildup of debris and decreasing the likelihood of exposure. - Cleaning methods: Use wet cleaning methods, such as damp cloth or sponge, whenever possible to reduce dust particles in the air during filter maintenance. - Disposal of debris: Dispose of accumulated debris in an appropriate container following environmental regulations, reducing the risk of exposure to hazardous substances. - Proper reassembly procedure: Develop and implement detailed step-by-step instructions for reassembly, with accompanying visual aids if necessary, to ensure accuracy and consistency. 	1L	

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			<ul style="list-style-type: none"> - Precautionary measures: Prepare emergency first aid kits and appropriate material safety data sheets (MSDS) onsite, in case workers experience health issues related to exposure to debris. - Two-person work team: Include an extra worker during filter maintenance, providing an additional layer of safety oversight to ensure proper reassembly and hazard prevention. - Post-maintenance checks: Conduct thorough post-maintenance checks on the equipment after filter maintenance to confirm accurate and secure assembly prior to operation. - Reporting of incidents: Encourage workers to report any incidents, near misses, or unsafe work conditions related to filter maintenance so that improvements can be identified and implemented promptly. - Continuous improvement: Regularly review and update the SWMS for wet & dry vacuum cleaners to account for any changes in equipment, procedures, or worksite environment that may impact worker safety during filter maintenance. 		
7. Cleaning the Floor	Slippery surface, Overexertion	2M	<ul style="list-style-type: none"> - Clearly mark the cleaning area with warning signs and/or barricades to alert pedestrians and employees of the slippery surface, and to keep unauthorised personnel out of the area. - Regularly inspect the quality of the equipment, including hoses and vacuum attachments, to ensure they are in good working condition and replace or repair any damaged parts. - Train staff members on proper techniques for using a wet and dry vacuum cleaner, stressing the importance of following manufacturer's instructions and guidelines for use to minimise potential risks. - Make sure the workers take regular breaks to avoid overexertion and fatigue, which could increase the likelihood of accidents while working with a heavy or hard-to-manoeuvre vacuum cleaner. - Ensure that ample lighting is available during cleaning, especially in poorly lit areas, for better visibility and safer maneuvering of the vacuum cleaner. - Emphasise the importance of wearing appropriate personal protective equipment (PPE), such as slip-resistant shoes, gloves, and any other necessary safety gear, to mitigate risks associated with the wet floor and equipment handling. - Monitor and maintain a clean work environment, including promptly addressing any spills or debris that may cause slipping hazards, both during and after the vacuuming process. - Install non-slip, properly drained flooring in areas that frequently require cleaning with a wet and dry vacuum cleaner to reduce the risk of slippery surfaces. - Consider investing in lighter weight, ergonomic vacuum cleaners to minimise physical strain and overexertion for employees who regularly perform these tasks. 	1L	

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			<ul style="list-style-type: none"> - Implement procedural controls, such as a buddy system, where two workers collaborate to safely complete the cleaning task while helping each other navigate through the wet environment and manage the equipment. - Ensure that floors are fully dried and safe for foot traffic before reopening an area, utilising additional equipment, such as air movers or fans, if needed, to expedite the drying process. 		
8. Emptying the Waste Tank	Sharp objects, Exposure to hazardous substances	3H	<ul style="list-style-type: none"> - Provide crew members with proper PPE, including gloves, safety goggles, and face masks to protect them from potential contact with sharp objects and hazardous substances while emptying the waste tank. - Thoroughly train crew members on the correct procedure for safely emptying the waste tank, ensuring they are familiar with all aspects of the task, including handling sharp objects and dealing with hazardous substances. - Implement a buddy system where two individuals work together during the emptying process to provide assistance, guidance, and additional support in case of an emergency. - Maintain up-to-date Material Safety Data Sheets (MSDS) and communicate the associated risks of hazardous substances to workers before they begin the emptying process. - Provide designated bins or containers for disposing of sharp objects and hazardous substances separately, ensuring the containers are clearly labelled for easy identification. - Regularly inspect and maintain the wet and dry vacuum cleaner (especially the waste tank) to reduce the likelihood of encountering hazards during the emptying process. - Clearly mark the work area with appropriate signage placed around the perimeter, warning others of the potential risks associated with emptying the waste tank and minimising potential exposure to hazards. - Develop a schedule for emptying the waste tank at regular intervals, reducing the risk of overfilling and leaks that can lead to hazardous substances or sharp objects seeping into the environment. - Establish an emergency response protocol and ensure all crew members are trained and confident in executing this plan in the event they are exposed to any hazards while handling the waste tank. - Review the effectiveness of control measures after each instance of emptying the waste tank, make necessary improvements, and communicate these changes to all team members involved in the task. Regularly update the SWMS to reflect best practices and evolving needs. 	1L	
9. Changing Accessories	Incorrect attachment, Pinch points	2M		1L	

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			<ul style="list-style-type: none"> - Proper Training and Guidance: Ensure all workers using the wet & dry vacuum cleaner have received thorough training in changing accessories safely, including instructions on handling specific attachments. - Manufacturer's Instructions: Always follow the manufacturer's instructions when changing accessories, as different models may have unique requirements or precautions. - Visual Inspection: Before changing the accessory, visually inspect the new attachment for any defects or damage that may affect its safe use. - Lockout/Tagout Procedure: Implement lockout/tagout procedures to ensure the vacuum cleaner is turned off and unplugged while changing accessories, preventing accidental activation. - Use of Gloves: Wear appropriate gloves when changing accessories to protect hands from potential pinch points during the process. - Two-Person Task: When possible, designate one worker to hold and stabilise the vacuum cleaner while another changes the accessory, reducing the risk of incorrect attachment or pinching. - Proper Storage: Keep all accessories organised and easily accessible in a designated storage area, discouraging the use of damaged or mismatched parts. - Regular Maintenance: Perform routine maintenance checks on the wet & dry vacuum cleaner and its accessories to identify any wear and tear, ensuring all parts are in proper working condition. - Clear Communication: Establish clear communication among team members during the accessory changing process, including discussing the correct attachment procedure and confirming completion before proceeding with vacuuming tasks. - Post-Change Inspection: After the accessory has been changed, double-check it is securely attached and functioning correctly before resuming operation, ensuring no hazards arise from improper installation. 		
10. Machine Storage	Improper storage, Unauthorised use	2M	<ul style="list-style-type: none"> - Designate a secure storage area for the wet and dry vacuum cleaner, ensuring it is properly ventilated and free from moisture or heat sources that may damage the equipment. - Implement a system for authorised personnel to log access to the storage area, ensuring only trained and qualified individuals can operate the vacuum cleaner. - Provide clear signage indicating the designated storage location for the vacuum cleaner to minimise the likelihood of improper storage or unauthorised use. - Inspect and maintain the storage area regularly for cleanliness, adequate space, and proper organisation to ensure easy access to the equipment. - Ensure that power cords, hoses, and attachments are neatly coiled and stored away when not in use to prevent accidental damage and potential tripping hazards. 	1L	

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			<ul style="list-style-type: none"> - Conduct regular training sessions for personnel on the safe operation and storage procedures specific to the wet and dry vacuum cleaner used in their workplace. - Make sure that the vacuum cleaner is switched off and unplugged before storing to prevent any accidental activation of the machine. - Develop a maintenance schedule for the vacuum cleaner and mandate regular checks to ensure that all components are functioning properly and stored correctly. - Install security measures, such as locks or surveillance cameras, to monitor access to the storage area and deter unauthorised use of the vacuum cleaner. - Implement an incident reporting system to enable employees to report instances of improper storage or unauthorised use and encourage them to do so without fear of reprisal. - Regularly review and update existing Workplace Health and Safety policies regarding the storage and use of equipment like wet and dry vacuum cleaners, incorporating employee feedback for continuous improvement. - Conduct periodic audits to ensure compliance with established storage and usage protocols, identifying non-compliance and taking corrective action as necessary. - Foster a culture of safety and responsibility among employees by encouraging open communication about potential hazards and empowering team members to play an active role in mitigating risks associated with the storage and use of the wet and dry vacuum cleaner. 		
11. Transporting Machine	Manual handling, Vehicle accidents	3H	<ul style="list-style-type: none"> - Proper training sessions: All workers who are involved in the transportation of the Wet & Dry Vacuum Cleaner should receive proper training and information on how to safely load, unload and transport the equipment. - Correct lifting techniques: Employees should be trained in correct manual handling techniques to miniimise the risk of injury while lifting or moving the machine. - Trolley use: When possible, use a suitable trolley or lifting aid to transport the machine, taking the weight off workers and reducing manual handling risks. - Clear access paths: Ensure that all access paths are clear from obstacles before attempting to move the equipment. This will help prevent trips and falls during transportation. - Regular equipment maintenance: Regularly inspect and maintain the vacuum cleaner and its components to ensure it is safe and in good working order. - Load securing: When transporting the machine in a vehicle, secure it properly using straps or other restraints to prevent movement during transit and potential damage or accidents. - Vehicle suitability: Choose an appropriate vehicle for the transportation of the heavy equipment, ensuring it can handle the load and adequately secure the vacuum cleaner. 	2M	

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			<ul style="list-style-type: none"> - Driver competence: Make sure the driver responsible for transporting the machine has the necessary skills and experience to operate the vehicle safely and is aware of any specific requirements for transporting heavy equipment. - Route planning: Plan the most efficient and safest route for transportation, considering factors such as road conditions, traffic, and weather. - Appropriate safety gear: Provide workers with appropriate personal protective equipment (PPE), such as gloves and sturdy footwear, to reduce the risk of injury during loading and unloading activities. - Communication: Develop clear communication protocols between workers involved in the transportation process, ensuring everyone is aware of their responsibilities and any potential hazards. - Emergency preparedness: Be prepared for any emergency situations that may occur during transportation, such as accidents or spills, by having a well-communicated and practiced response plan in place. 		
12. Decontamination	Remaining contaminants, Cross-contamination	2M	<ul style="list-style-type: none"> - Appropriate personal protective equipment (PPE) should be worn at all times during the decontamination process, including gloves, protective clothing, and eye protection to limit exposure to remaining contaminants. - All equipment and surfaces should be thoroughly cleaned and disinfected using appropriate cleaning solutions and methods following manufacturer guidelines. - Separate designated areas should be established for clean and contaminated items to prevent cross-contamination. - Disposable cleaning materials such as wipes or mop heads should be used when possible and disposed of properly in appropriate waste containers. - HEPA-filtered wet and dry vacuum cleaners should be utilised to collect and contain dust, debris and residual contaminants from the work area. - Ensure proper ventilation during the decontamination process to prevent build-up and dispersion of contaminants to other areas. - Limit access to the work area during the decontamination process to only essential personnel trained in decontamination procedures. - Isolation barriers should be installed to separate the contaminated area from other workspaces to minimise the risk of cross-contamination. - Proper cleaning techniques should be employed, such as utilising a top-to-bottom, clean-to-dirty approach, to ensure that contaminants are not spread to previously cleaned areas. - Keep the level of moisture to a minimum while cleaning to limit the potential for microbial growth and dispersal of airborne contaminants. 	1L	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			<ul style="list-style-type: none"> - Used cleaning solutions and water must be disposed of appropriately, according to relevant regulations, to avoid spreading contaminants to other areas or into the environment. - Tools and equipment used during the decontamination process should be either single-use or cleaned and disinfected before being returned to storage or used in another work area. - Frequent hand washing or the use of hand sanitizer throughout the decontamination process is recommended to limit the spread of any residual contaminants on worker's hands. - Regular monitoring and visual inspections should be conducted to identify any signs of remaining contaminants or potential cross-contamination concerns and to ensure that all control measures are effectively implemented. 		

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	