Working Alone | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Working Alone

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:

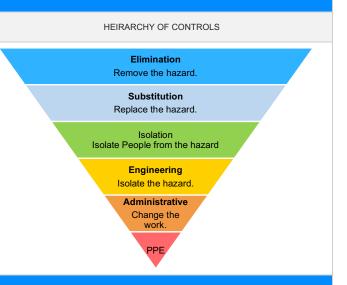| ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS SWMS MUST HAVE THE FOLLOWING COMMUNICATED	NAME AND DATED SIGNATURE OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE DEVELOPMENT AND APPROVAL OF THIS SWMS		
	NAME	SIGNATURE	DATE
Safety meetings or toolbox talks will be scheduled 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.

HEIRARCHY OF CONTROLS

Elimination
Remove the hazard.

Substitution
Replace the hazard.

Isolation
Isolate People from the hazard

Engineering
Isolate the hazard.

Administrative
Change the work.

PPE

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.

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	Slips, trips and falls, Inadequate lighting	2M	- Conduct a thorough inspection of the work area before commencing the task to identify and remove any potential trip or slip hazards such as loose cables, uneven surfaces, and wet or slippery floors. - Ensure that proper housekeeping is maintained throughout the working alone process by keeping the work area clean, organised, and free from clutter. - Provide and make use of appropriate personal protective equipment (PPE) such as non-slip footwear to protect workers against slips, trips, and falls. - Clearly mark and signpost any identified hazards in the workplace with relevant warning signs, hazard tapes, or barriers. - Implement a buddy system where possible to provide support and an extra set of eyes for identifying potential hazards. - Establish clear communication processes for workers who are working alone, including a check-in procedure at regular intervals to ensure their safety. - Provide adequate training and instruction to workers on safe work practices when working alone, including hazards associated with slips, trips, and falls, and how to prevent them. - Install sufficient lighting in the work area to ensure that all hazards can be clearly seen and avoided. If required, use portable lights to create adequate visibility. - Make sure that workers have easy access to emergency exits and escape routes in case of accidents or emergencies. - Develop and implement emergency response procedures for workers who are working alone, including guidelines on how to raise the alarm and seek help if they encounter a hazard or are involved in an accident. - Encourage workers to report new hazards or potential risks immediately so that they can be promptly addressed and removed from the work area. - Regularly review and update risk assessments to ensure that all potential hazards are identified and appropriate control measures are implemented. - Establish a reporting and follow-up procedure for any incidents related to slips, trips, and falls for workers working alone. Analyse these reports to improve current safety measures. - Promote a positive safety culture within the workplace that prioritizes hazard identification and prevention, encouraging workers to be vigilant and proactive in addressing hazards related to slips, trips, and falls when working alone.	1L	
2. Equipment Check	Faulty equipment, Lack of training	2M	- Develop and implement a comprehensive equipment inspection programme, including regular checks for wear and tear, damage or malfunction. - Provide staff with the necessary training on the proper use, maintenance, and storage of all equipment used in their tasks.	1L	

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			- Implement policies and guidelines to ensure that all workers are aware of the appropriate use of each piece of equipment and understand the risks and hazards associated.		
			- Encourage workers to report any faulty equipment or machinery promptly and display clear instructions for workers in case of equipment malfunction.		
			- Establish a procedure for regularly reviewing and updating training materials to ensure that they remain current and relevant to the specific equipment being used.		
			- Ensure that workers who may be working alone have a reliable means of communication (e.g., cell phone, radio) in case of emergency, equipment failure, or other issues.		
			- Schedule regular safety meetings or toolbox talks where equipment usage, potential hazards, and control measures are discussed to help maintain a high level of awareness among workers.		
			- Store equipment properly when not in use, ensuring that it is protected from adverse environmental conditions and potential damage.		
			- Maintain thorough records of equipment maintenance, inspections, and repairs to track problem areas and identify trends for future improvements.		
			- Update equipment inventory and replacement schedules after identifying faulty equipment. This ensures all tools remain up-to-date and in good working condition.		
			- Periodically assess workers' competency levels on various equipment pieces, providing refresher training or retraining as necessary.		
			- Provide ongoing support and supervision for workers, particularly for those new to using particular equipment, reducing initial risk exposure until familiarity is achieved.		
			- Install and maintain Emergency Stop buttons or similar safety devices on equipment where appropriate to allow for immediate shutdown in the case of a malfunction.		
			- Promote a strong workplace safety culture that encourages workers to exercise diligence when performing equipment checks and prioritise safety at all times—both individually and as part of a team effort.		
3. Workspace Setup	Poor ergonomics, Electric shock	2M	- Establish a well-lit workspace: Ensure that the work area has sufficient lighting to prevent eye strain, reduce the risk of trips and falls, and facilitate proper identification of potential hazards.	1L	
			- Set up an ergonomic workstation: Arrange the desk, chair, and equipment such that they offer optimal comfort and reduced physical strain on the worker. This might include adjusting the height of the chair, placing the monitor at the correct eye level, and providing a footrest if necessary.		
			- Organise tools and equipment: Keep all necessary tools and equipment in their designated places, within easy reach, to miniimise unnecessary movements, bending, and stretching.		

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			- Regular breaks: Schedule regular breaks for workers operating alone to help mitigate fatigue and stress, encouraging them to step away from their workspace and stretch or move around. - Electrical inspection: Regularly inspect electrical outlets, cords, and wiring for any signs of damage or wear. Replace or repair any damaged electrical components immediately. - Use of RCDs (Residual Current Devices): Utilise an RCD for each circuit in the workspace, which will automatically shut off power if an unbalanced current is detected, reducing the risk of electric shock. - Proper use of extension cords: Avoid overloading extension cords by plugging too many devices into one outlet or daisy-chaining multiple cords together. Instead, use high-quality, heavy-duty cords designed for the intended purpose and distribute power outlets evenly throughout the workspace. - Proper storage of liquids and chemicals: Ensure that liquids and chemicals are stored in clearly labelled containers and kept a safe distance away from electrical outlets and equipment to miniimise the risk of spills, electrical shorts, and fire hazards. - Hazard communication and signage: Clearly identify and communicate potential hazards in the work area through appropriate cautionary signs, labels, and markings. - Emergency contact information: Provide workers with a list of essential emergency contacts, including colleagues, supervisors, and first aid or medical assistance, as needed. - Workspace inspection and housekeeping: Regularly inspect the work area to ensure that there are no potential hazards such as clutter, spills, frayed wiring, and poorly maintained equipment that may pose a risk to the worker. - Training for safe work practices: Educate workers on how to identify and miniimise risks associated with working alone, including ergonomics, proper use of tools and equipment, and best practices to prevent accidents and injuries. Provide ongoing refresher training to reinforce safe working methods.		
4. Work Alone Communication	Ineffective communication, Lack of support	3H	- Establish a clear and effective communication protocol: Implement a standard procedure for regular check-ins between the lone worker and their team/supervisor. This should involve clear instructions about the frequency, mode of communication, and any contingency plans in case of communication failure. - Provide appropriate communication devices: Ensure that all lone workers are equipped with reliable communication devices such as mobile phones, two-way radios, or satellite phones. Make sure they are fully charged and functional before work begins. - Train workers on emergency procedures: Conduct regular training sessions to familiarise lone workers with the proper steps to take in case of an emergency or incident. This includes knowing who to contact, how to report the situation, and what actions to take.	2M	

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			- Create a buddy system: Pair up lone workers, even if working remotely, so they can keep tabs on each other's safety status through periodic check-ins and alerts. This will help mitigate the risk associated with working alone. - Establish a designated contact person: Assign a specific individual (e.g., supervisor, manager, or team leader) as the primary point of contact for any issues or emergencies while working alone. This clarity helps ensure swift assistance and clear lines of communication. - Develop protocols for reporting hazards or incidents: Educate employees on the importance of timely reporting of potential hazards, near misses, or incidents. Encourage open communication and provide channels for anonymous reporting if necessary, to ensure problems are identified and addressed. - Regular safety audits: Conduct regular assessments of the work environment and conditions to identify potential risks or problematic situations before they lead to incidents. Take corrective actions when needed to rectify any identified issues. - Set realistic work expectations and schedules: Avoid placing unnecessary pressure on lone workers by setting achievable goals and manageable deadlines. This helps prevent fatigue, stress, and compromised decision-making. - Prioritise mental health support: Offer counseling services or employee assistance programs to help lone workers cope with isolation, stress, or other mental health concerns. Encourage open dialogue about these issues within the workplace. - Maintain an up-to-date list of emergency contacts: Ensure all employees have access to a comprehensive list of essential emergency contacts, such as local emergency services and key company personnel. Regularly update this information and circulate it among employees. - Provide ongoing training and support: Offer regular workshops, seminars, or training sessions on topics related to workplace health and safety, communication techniques, and emergency response. This helps to keep employees informed and prepared in case of any incidents. - Review and improve procedural guidelines: Regularly review existing lone worker safety policies and procedures, taking employee feedback into account. Continuously seek opportunities for improvement to enhance overall safety and productivity.		
5. Work Permit Processing	Failure to obtain permit, Miscommunication	2M	- Develop and implement a clear work permit system: Establish a well-defined process for requesting, reviewing, and approving work permits to ensure that all necessary approvals are obtained before starting any work. - Provide regular training on work permit processes: Ensure all employees and contractors involved in the permit process are adequately trained and understand their roles and responsibilities related to obtaining work permits. - Clearly communicate requirements of the work permit: Use simple language and visual aids (if necessary) in the work permit, outlining safety procedures and specifics about the work being performed.	1L	

Authorised by
Review Date:

Review #

Date of Issue:

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			- Appoint a competent person to supervise work permit processing: Assign a designated individual with the necessary experience and skills to review and approve work permits, ensuring safety measures are correctly identified and implemented. - Conduct thorough hazard assessments: Evaluate potential hazards associated with the work and the environment where it will be carried out prior to commencing and during the work, making necessary adjustments. - Encourage open communication channels between team members: Promote a culture of open dialogue so that employees feel comfortable raising concerns or questions about work permits and related safety issues without fear of reprisal. - Utilise technology for better communication and documentation: Implement digital solutions such as mobile apps or online platforms to improve communication efficiency and maintain an auditable trail of work permit information. - Regularly review and update work permit procedures: Conduct routine evaluations of the work permit process and make necessary adjustments to ensure its relevance and effectiveness. - Implement strict timelines for renewing work permits: Set expiration dates on work permits to encourage timely renewal, reducing the likelihood of working without valid permits. - Collaborate with local regulatory bodies: Maintain good relationships with the relevant authorities to ensure compliance with all applicable guidelines and regulations regarding work permits. - Conduct regular audits of the work permit system: Perform periodic inspections to identify gaps or inconsistencies within the work permit process and rectify them promptly. - Establish an efficient reporting system for any incidents related to work permits: Encourage a culture of transparency and accountability by setting up clear reporting protocols for incidents, near misses or non-compliance in relation to work permits.		
6. Material Handling	Manual handling injuries, Incorrect storage	3H	- Conduct proper manual handling training: Ensure that all workers involved in the material handling process receive comprehensive training on correct lifting techniques and safe practices to miniimise the risk of injury. - Use mechanical aids: Make use of hoists, trolleys, or forklifts to handle heavy or bulky materials, reducing manual handling demands and the risk of injuries. - Evaluate task duration and frequency: Regularly review and assess the frequency and duration of material handling tasks to determine if additional support or resources are necessary to prevent excessive strain on workers. - Implement proper storage methods: Store materials and equipment in designated areas with appropriate stacking and shelving systems, ensuring safe access and retrieval without the risk of falls or toppling.	2M	

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			- Provide personal protective equipment (PPE): Supply the necessary PPE such as gloves, safety footwear, and back support belts to protect workers from potential hazards while handling materials. - Establish clear communication protocols: Have a system in place for employees working alone to check-in periodically with their supervisors or colleagues to monitor their well-being and provide assistance if needed. - Follow ergonomic principles: Implement good ergonomics in the workplace to reduce physical stress on the body and prevent musculoskeletal disorders arising from repetitive and awkward motions during material handling tasks. - Maintain proper housekeeping and organisation: Implement a regular housekeeping routine to keep workspaces tidy and organised, minimising the risk of tripping hazards, and improving overall working conditions. - Plan ahead for heavy lifting: Schedule material handling tasks during times of day when workers are optimally rested and staggered throughout the workweek to avoid excessive fatigue or overexertion. - Develop a buddy system: Pair workers together when handling heavy or awkward loads, allowing for better distribution of weight and a reduced likelihood of injury. - Perform regular risk assessments: Continually evaluate the level of risk associated with material handling tasks and adjust control measures accordingly to maintain a safe work environment.		
7. Work Execution	Mental fatigue, Unfamiliar tasks	3H	- Implement regular breaks during work execution, promoting rest and relaxation to ensure mental fatigue is minimised. - Provide comprehensive training for all individuals working alone, ensuring they are familiar with the tasks they are required to perform. - Develop a system of work rotation when possible, allowing employees to switch tasks periodically and reduce the risk of mental fatigue. - Ensure appropriate communication channels are in place, such as radios or mobile phones, so workers can easily reach out for support when needed. - Establish check-in systems where employees periodically report their progress and well-being to a supervisor or colleague. - Create a buddy system for workers assigned unfamiliar tasks, with experienced colleagues available to provide guidance and assistance as needed. - Utilise clearly written Standard Operating Procedures (SOPs) that outline the step-by-step processes for each task to reduce confusion and increase familiarity. - Encourage open communication between employees and supervisors, creating an environment where individuals feel comfortable addressing issues related to unfamiliar tasks or mental fatigue.	2M	

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			- Incorporate ergonomic assessments into the workplace to identify potential improvements in workstation setups that could mitigate mental fatigue. - Regularly review and update the existing training materials and resources to ensure their effectiveness and relevance to the current work being performed. - Encourage self-assessment and awareness among employees, empowering them to recognise signs of mental fatigue and take appropriate steps to manage it. - Offer supportive resources, such as Employee Assistance Programs (EAPs), that can provide additional counseling and support for employees who may be struggling with work-related stress or fatigue. - Conduct risk assessments to identify sources of stress and challenges related to unfamiliar tasks, and collaborate with employees to develop effective solutions. - Enforce a clear understanding of expectations surrounding working hours, deadlines, and workload management to prevent employees from feeling overwhelmed and experiencing excessive mental fatigue.		
8. Confined Space Entry	Oxygen deficiency, Toxic atmosphere	4A	- Perform a thorough risk assessment: Before starting the job, ensure that a comprehensive risk assessment is carried out to identify all potential hazards, their severity, and possible control measures. - Provide proper training: All workers who are involved in confined space entry should be trained on the potential hazards they may encounter and on the correct use of personal protective equipment (PPE) and safe work practices. - Implement a permit-to-work system: Develop and enforce a permit-to-work system for confined spaces entry to ensure that necessary precautions are taken before commencing work. - Ensure adequate ventilation: Install proper ventilation systems in the confined space to maintain a safe oxygen level and prevent toxic gas buildup during work tasks. - Use appropriate PPE: Provide employees with suitable personal protective equipment such as respiratory protection, safety harnesses, and helmets to protect against the hazards associated with confined space entry. - Monitor air quality: Continuously monitor the atmosphere within the confined space for changes in oxygen levels, presence of toxic gases, and flammable substances. - Communication methods: Establish a reliable communication system between the worker inside the confined space and those outside, ensuring that any emergencies can be quickly responded to. - Designate a standby person: Appoint a competent person, who will be responsible for monitoring the well-being of the worker inside the confined space, and who has the authority to initiate an emergency rescue if necessary.	3H	

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			- Prepare for emergency rescue: Develop site-specific emergency procedures and make sure properly trained rescue personnel are on standby whenever an employee is working in the confined space. - Limit access to authorised personnel: Barrier off confined spaces when not in use to prevent unauthorised entry, and only allow trained and authorised personnel to enter when necessary. - Regular inspections and maintenance: Perform routine inspections and maintenance of confined spaces and associated equipment to ensure they remain in good working condition and meet safety requirements. - Escalation procedure: Establish a clear escalation procedure if control measures fail, such as exposure to sudden increase in concentration of toxic gases or loss of communication with the worker inside the confined space. - Post-work decontamination procedures: Implement a systematic decontamination procedure for workers and equipment upon completion of work within the confined space, reducing the risk of exposure to any lingering hazards.		
9. Emergency Procedures	Inadequate response, Panic during crisis	3H	- Ensure all lone workers are provided with a specific emergency response plan tailored to their location and work activity, detailing the steps to take in case of various emergencies such as medical incidents, fires, and spills. - Conduct regular training sessions for staff on the established emergency procedures, including practice drills and simulations on how to handle different emergency situations. - Implement an efficient communication system between lone workers and management or supervisors to enable continuous contact during work hours. This can be done through the use of radios, mobile phones, or emergency call buttons. - Develop a well-maintained list of emergency contacts, such as first aid providers and local authorities, that can be easily accessed by workers in case of any emergency situations. - Keep first aid kits and other safety equipment readily available and accessible for workers at their worksites, ensuring they are stocked with appropriate items catered to their working conditions. - Install standard and visible signage indicating emergency exits, escape routes, and assembly points throughout the working area to help reduce panic during a crisis. - Establish clear reporting guidelines for various emergency situations, which should include who to contact first and when it is necessary to escalate the issue further to external authorities. - Regularly review and update emergency procedures, taking into account new risks associated with changes in the working environment or advancements in technology.	2M	

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			- Encourage workers to look out for one another, promoting buddy systems and fostering a cooperative team spirit where possible—even when workers may be alone on-site. - Hire additional personnel, if needed, to monitor alarm systems and carry out on-site emergency response duties, thereby reducing the risk of inadequate response and mitigating panic during a crisis.		
10. Break Time	Poor diet, insufficient rest	2M	- Implement a well-structured break schedule: Ensure that employees working alone have regular breaks at appropriate intervals to avoid fatigue and allow for sufficient rest. - Encourage a balanced diet: Promote the importance of consuming nutritious meals and snacks during breaks, which can help maintain energy levels and overall health. - Provide access to clean drinking water: Make sure there is readily available access to clean drinking water, so employees stay hydrated throughout their work shift. - Offer guidance on healthy meal options: Provide easy-to-follow recommendations on balanced meal options for workers who may be unsure about what to eat during their break time. - Allocate designated rest areas: Set up comfortable and quiet areas for employees to take breaks and rejuvenate while working alone. - Promote proper ergonomics during breaks: Encourage employees to stand up, stretch, and engage in light physical activity during break times to prevent muscular strain and injuries due to prolonged sitting or standing. - Develop written policies on breaks and meal periods: Establish clear guidelines on break duration, frequency, and location, ensuring employees understand the importance of taking adequate breaks for their well-being. - Communicate expectations clearly: Make sure employees are aware of the appropriate work/break balance and take breaks as required, without feeling pressured to continue working during predetermined break times. - Encourage employees to maintain social connections: Facilitate communication channels for workers to interact with colleagues or family members during breaks to reduce the feeling of isolation. - Monitor mental well-being: Regularly check in with employees working alone to assess their psychological well-being and offer support when needed. - Foster a culture of safety: Continuously emphasise the importance of safety, including the relevance of taking breaks and looking after one's mental and physical health while working alone. - Conduct regular reviews: Keep track of how effectively the established control measures are in terms of promoting adequate rest and a balanced diet. Update and revise the measures based on feedback from employees working alone to ensure their continued effectiveness.	1L	

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11. Maintenance Operations	Exposure to hazardous substances, Working at heights	3H	- Conduct a comprehensive risk assessment for all maintenance tasks, particularly those involving hazardous substances or working at heights, to ensure proper understanding of the risks and the appropriate control measures in place. - Provide ongoing training for employees, ensuring they have adequate awareness of workplace hazards, safe work procedures, and the use of personal protective equipment (PPE) relevant to their tasks. - Establish a fall protection system for working at heights, including the use of guardrails, safety nets, or anchorage points, to miniimise the risk of falls and reduce the consequences in case of a fall. - Implement proper storage, handling, and disposal procedures for hazardous substances to avoid spills, leaks, or other accidental releases that may lead to exposure. - Develop an up-to-date Material Safety Data Sheet (MSDS) library for all hazardous substances, providing easy access for workers to gain information on chemical properties, associated hazards, and first aid measures. - Ensure adequate personal protective equipment (PPE), such as gloves, goggles, and respirators, is provided and worn by workers when dealing with hazardous substances or working at heights, reducing the risk of injury or exposure. - Regularly inspect, maintain, and replace any faulty or damaged tools, equipment, or PPE associated with maintenance operations to ensure they continue to provide effective protection. - Enforce established breaks and rest periods when working alone, ensuring sufficient recovery time for workers—from both physical and psychological perspectives—to miniimise fatigue and stress. - Create an effective communication system, such as a check-in/check-out procedure, which enables regular updates between workers and supervisors regarding work progress and any encountered issues or concerns. - Develop an emergency response plan catering specifically to maintenance operations involving hazardous substances or working at heights, empowering workers to act appropriately and efficiently during emergencies, minimising potential harm.	2M	
12. Work Completion	Incomplete documentation, Overlooking hazards	2M	- Ensure all relevant documents, including risk assessments, permits, and work logs are completed and submitted promptly upon finishing work. - Conduct thorough inspections during and after the completion of work for visible hazards or risks that may have been missed earlier in the process. - Schedule regular check-ins with supervisors or colleagues to discuss progress and share any concerns or challenges encountered while working alone.	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
			- Utilise detailed checklists and structured work plans to follow through the work step by step to ensure nothing is overlooked. - Encourage open communication with team members and supervisors, consistently sharing updates on work status throughout the project. - Provide workers with a clear understanding of their responsibilities and expectations when working alone, to reduce the potential for errors or discrepancies in documentation. - Incorporate a system of double-checking or cross-checking documents between different parties before submitting them as final. - Implement an efficient record management system to track all relevant documentation, ensuring easy access and retrieval for future reference and audit purposes. - Regularly review and update workplace procedures and training materials to ensure all staff are informed about appropriate actions and measures to prevent overlooking hazards and maintain thorough documentation. - Encourage worker feedback and suggestions on how to improve safety conditions and prevent hazards from being overlooked or mismanaged. - Incorporate a chain of verification and approval steps for completed tasks in order to mitigate risks of incomplete documentation and overlooked hazards. - Organise periodic training sessions for workers related to proper documentation and hazard identification practices, to ensure everyone has up-to-date knowledge and skills pertaining to the safe and successful completion of work.		
13. Housekeeping Activities	Improper waste disposal, Cluttered workspace	2M	- Develop and implement housekeeping guidelines and procedures that clearly communicate expectations for waste disposal and clutter in the workspace. - Ensure regular training, education and communication about proper waste storage, recycling, and disposal methods, including refresher courses for employees as needed. - Provide clear signage and easy-to-understand instructions on how to segregate different types of waste properly. - Encourage employees to report any improper waste disposal or cluttered workspaces they encounter promptly, fostering a sense of accountability and engagement. - Regularly inspect and monitor work areas for compliance with housekeeping standards. Make sure feedback is provided to those not meeting these expectations at the earliest possible opportunity. - Designate specific areas or containers for each type of waste (e.g., general trash, recyclables, hazardous materials) and ensure they are easily accessible and well-labelled.	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 adequate waste disposal equipment such as trash cans, recycling containers, and bins available for use by employees. - Implement weekly or daily cleaning schedules, assigning responsibility to specific individuals or teams for maintaining cleanliness in their work area. - Avoid overloading storage areas and shelves by routinely checking for unnecessary materials or supplies and securely storing or disposing of them. - Establish and enforce "clean-as-you-go" policies requiring employees to clean up spills, keep walkways clear, and put away tools and equipment after use. - Regularly review work processes to identify opportunities for reducing waste generation and improving workspace organisation, involving employees in this process. - Conduct periodic risk assessments of the workplace to identify potential hazards related to waste management and poor housekeeping practices and implement appropriate control measures. - Reward adherence to good housekeeping practices through incentives and recognition programs, promoting a positive culture around cleanliness and safety in the workplace.		
14. End-of-Day Security	Unauthorised access, Vandalism	2M	- Implement a strict access control system by issuing identification cards and electronic access keycards to authorised personnel only. - Install security cameras at strategic locations, such as entrances, exits, and other key areas, to monitor activities in real-time. - Set up alarm systems on doors and windows to alert personnel of any unauthorised access attempts. - Provide sufficient lighting in the workplace, particularly around entry points and specific areas identified as high-risk for vandalism or unauthorised access. - Ensure that proper locks and other physical security measures are in place on all doors, windows, and entry points throughout the work area. - Establish a clear end-of-day procedure for employees working alone, including lockup responsibilities, double-checking access points, and communication with a designated team member or supervisor upon completion. - Train employees on recognizing suspicious behaviour or potential security threats, and how to respond appropriately by reporting to the appropriate chain of command. - Store valuable materials, equipment, or sensitive information securely within locked rooms or cabinets when not in use. - Periodically review and update security measures to stay abreast of current threats and ensure their effectiveness.	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
			- Encourage employees to walk in pairs or groups to and from the parking lot or public transportation, particularly during evening hours, to discourage potential criminals from targeting lone workers. - Regularly conduct random security checks to ensure that all safety and access protocols are being followed correctly. - Establish strong lines of communication between employees and management, promoting an open-door policy for reporting concerns or suggestions related to safety and security. - When possible, schedule essential maintenance work or other tasks requiring employee presence outside of normal operating hours with more than one person assigned to each shift. - Partner with local law enforcement agencies or private security firms to maintain a visible presence in and around the work premises during vulnerable times, such as late nights and weekends, as a deterrent against potential trespassers or vandals.		

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	**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
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	**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
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	**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
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.	

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	