Working in Public Areas | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Working in Public Areas

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

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

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

Full Name:		
Signature:	Title:	Date:

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

Full Name:	Title:	Phone:

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

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

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

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

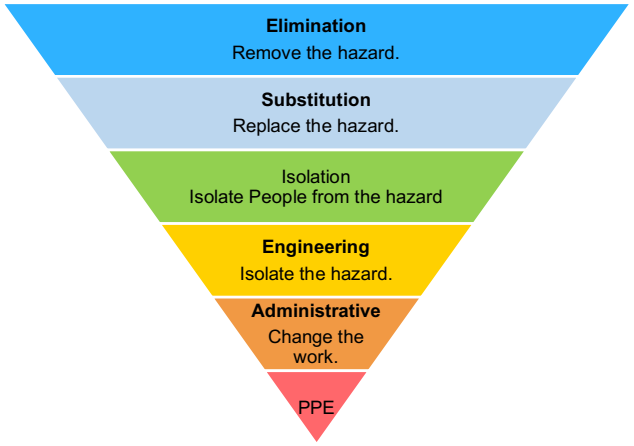
ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY							
☐ Forklift	☐ Crane/s	☐ Hoist/s	☐ Excavator	☐ Backhoe/Loader	☐ Boom Lift	☐ EWP	☐ Genie Lift
☐ Trencher	☐ Drilling Rig	☐ Trucks	☐ Formwork	☐ Bobcat	☐ Flammable Gas	☐ Fuel	☐ Dozer
☐ High Voltage	☐ Mulcher	☐ Tilt-up Panels	☐ Roller	☐ Scissor Lift	☐ Tractor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

RISK MATRIX

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

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

HEIRARCHY OF CONTROLS



PERSONAL PROTECTIVE EQUIPMENT (PPE)

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

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

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

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

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

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Trip hazards, Falling objects	2M	- Inspect and monitor the work area regularly for potential trip hazards, such as exposed cables or debris, ensuring that pathways are clear and well-maintained. - Clearly mark any identified hazards so they are visible to all workers and pedestrians within proximity of the work area. - Install temporary barricades or barriers in areas where there is a risk of falling objects or trip hazards, to prevent unauthorised access. - Store equipment and materials properly in designated areas to miniimise the risk of falling objects and trip hazards. - Train all workers on hazard identification and awareness, emphasising the importance of proper housekeeping practices and incident reporting. - Ensure personal protective equipment (PPE) including proper footwear with slip-resistant soles, high visibility vests, and hard hats are worn by all workers to miniimise injury from potential trip hazards and falling objects. - Schedule work activities during times of low pedestrian traffic, if possible, to decrease exposure to the public and reduce the potential for accidents. - Implement a buddy system among workers, where they are responsible for each other's safety, and encourage communication about hazardous conditions within the work area. - Use signs, cones, and warning tape to designate work zones, particularly in areas where trips and falls may occur due to ongoing construction or maintenance work. - Conduct regular toolbox talks to remind the crew members about safe work practices and demonstrate appropriate response measures in case of trip hazards or falling objects. - Utilise a permit-to-work system for high-risk tasks or operations within public areas, ensuring all necessary precautions and control measures are in place before commencing the task. - Regularly assess and review risks associated with the work activities and implement additional control measures as required, adapting to any changes observed in the work environment. - Develop an emergency response plan for incidents involving trip hazards and falling objects within public areas, ensuring it addresses first aid provisions, rescue procedures, and incident reporting requirements, and familiarise all workers with the plan.	1L	
2. Site Inspection	Slippery surfaces, Uneven terrain	2M	- Conduct a thorough site inspection prior to commencing work to identify potential hazards, such as slippery surfaces and uneven terrain, and address them accordingly.	1L	

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			- Ensure that all workers are provided with appropriate personal protective equipment (PPE), including slip-resistant footwear, to miniimise the risk of slips, trips, and falls on slippery or uneven surfaces. - Clearly mark and barricade areas where slippery or uneven surfaces are present to prevent access by unauthorised personnel and to warn workers of potential hazards. - Implement regular cleaning schedules for public areas being worked on, inspecting for spills, debris, or other hazards that may cause slippery conditions and addressing them promptly. - Provide site-specific training for workers and subcontractors on how to safely navigate the work area, highlighting any identified slippery surfaces, uneven terrain, and other potential hazards. - Utilise temporary ground coverings or matting systems in areas where slippery or uneven surfaces are unavoidable, and ensure these are properly installed and secured. - Maintain clear communication channels for site supervisors and workers to report any new or worsening hazards throughout the duration of the project so they can be addressed promptly. - Monitor weather conditions and adjust work schedules accordingly, postponing outdoor activities during periods of heavy rain or snow to reduce the likelihood of slippery surfaces. - Consider utilising temporary handrails or other stability devices in areas with particularly uneven terrain or steep inclines to support workers as they navigate the work site. - Establish procedures for reporting any incidents or near-misses related to slippery surfaces or uneven terrain, allowing for continuous improvement of safety measures and awareness among workers. - Continuously review and update the SWMS based on ongoing risk assessments, site inspections, and worker feedback to ensure that control measures remain effective and relevant to the specific work environment.		
3. Setting Barricades	Exposure to traffic, Struck by moving vehicles	3H	- Proper Planning and Communication: Ensure that all workers are aware of the work plan and potential hazards while setting up barricades in public areas. - Risk Assessment: Conduct a thorough risk assessment to identify potential hazards and establish effective control measures before commencing work. - Traffic Management Plan: Develop and implement a traffic management plan that includes designated walkways, clear signage, and suitably informed personnel to manage pedestrian and vehicle traffic. - High Visibility Clothing: All workers must wear high visibility clothing compliant with Australian Standards, to ensure they are visible to motorists and pedestrians.	2M	

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			- Training and Competency: Workers must be adequately trained and competent in the correct procedure for setting up barricades and managing traffic in public areas. - Vehicle Exclusion Zones: Establish vehicle exclusion zones around the work area using barriers, cones, or other appropriate means to prevent unauthorised vehicles from entering the area. - Clear Signage: Use clear and appropriate signage to warn motorists and pedestrians of the worksite and to direct them around it safely. - Correct Equipment: Use appropriate equipment when setting up barricades, such as trolleys or carts, to miniimise manual handling risks. - Safe Work Method Statement (SWMS): Follow the SWMS at all times to ensure compliance with workplace health and safety requirements. - Review and Update Controls: Regularly review and update control measures to ensure their ongoing effectiveness in mitigating hazards. - Supervision: Ensure there is adequate supervision during the setup process to monitor compliance with the established control measures and promptly address any issues that arise. - Emergency Response Plan: Establish an emergency response plan to address potential incidents and accidents resulting from exposure to traffic or moving vehicles during the workflow. - Continuous Improvement: Encourage all team members to report any observed hazards or safety concerns to their supervisor, and regularly review and improve safety practices on site.		
4. Equipment Setup	Manual handling injuries, Electrical hazards	3H	- Provide adequate manual handling training to all workers, addressing proper lifting and carrying techniques to miniimise the risk of injury. - Supervisors should assess the risk associated with each specific task before commencement and implement appropriate controls, such as using mechanical aids or assistance from other workers when needed. - Conduct regular safety checks to ensure equipment is in good working order, and report any faulty equipment immediately for repairs or replacement. - Clearly mark out designated work zones within public areas to avoid accidents and ensure uninterrupted pedestrian flow. - Use only certified electrical equipment that meets Australian standards and check for visible damage before use. - Ensure that all power cords are neatly organised and secured to avoid tripping hazards for both workers and the public. - Implement regular inspection and maintenance schedules for equipment to identify potential electrical risks.	1L	

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			- Set up a system for reporting near misses and incidents, and use this information for continuous improvement of health and safety practices in the workplace. - Develop an emergency response plan for dealing with electrical hazards, including worker training on appropriate first aid measures and access to relevant emergency equipment. - Establish safe procedures for disconnecting power sources when setting up and dismantling equipment, and communicate these clearly to all team members. - Consult with local authorities and utility providers if necessary, to ensure there are no underground services in the area that might pose additional risks during equipment setup.		
5. Work Commencement	Exposure to loud noises, Airborne debris	3H	- Acquire necessary permits and approvals from local governing bodies before starting work in public areas to ensure compliance with laws, regulations, and public safety requirements. - Install suitable sound barriers or acoustic curtains around the work area to mitigate the impact of loud noises on both workers and the general public, maintaining an acceptable noise level according to Australian standards. - Set up clear signage and barricades to designate the work zone and warn pedestrians and other members of the public of potential hazards such as loud noises and airborne debris. - Ensure all workers are provided with and wear appropriate personal protective equipment (PPE), including hearing protection devices and eye protection gear, to miniimise the risk of injury from exposure to loud noises and airborne debris. - Schedule regular inspections and maintenance for tools and equipment used during the work commencement to prevent malfunctioning or excessive noise emissions. - Employ dust suppression techniques like water misting systems or vacuum extraction to reduce the generation of airborne debris at the work site. - Implement a proper waste management system that includes routine cleanup procedures and appropriate disposal methods for any accumulated debris, reducing the chance of it becoming airborne and affecting public areas. - Train workers on safe work practices and the importance of following safe work method statements (SWMS) to miniimise and manage potential risks associated with working in public areas. - Encourage a culture of open communication among team members, encouraging them to report any hazards immediately and take corrective action when needed, promoting a safer work environment. - Monitor weather conditions, and adjust work schedules or implement additional precautions if necessary. For example, suspending work during periods of high winds may help miniimise the spread of airborne debris into public spaces.	2M	

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6. Working at Heights	Falls from heights, Dropped tools	4A	- Provide adequate training and ensure workers are competent in working at heights, including the safe use of equipment, emergency response procedures, and communication skills. - Implement a fall protection plan that outlines the use of appropriate safety systems such as guardrails, safety nets, and personal fall arrest systems for tasks involving working at heights. - Conduct regular hazard identification and risk assessments to identify any potential risks associated with working at heights and develop appropriate control measures accordingly. - Inspect and maintain all work-at-heights equipment according to the manufacturer's instructions, ensuring it is in good working condition before use. - Ensure proper selection, use, and fit of personal protective equipment, including harnesses, lanyards, and anchorage points designed specifically for preventing falls from heights. - Establish exclusion zones or barricaded areas beneath elevated work zones to prevent unauthorised access and reduce risk of injury from dropped tools and materials. - Implement a controlled tool and equipment management system, such as using tethered tools, tool belts, and netting, to prevent accidental dropping of items while working at heights. - Develop and implement an effective communication system for workers at height to report hazards, equipment issues, or other concerns promptly with their supervisor or site management personnel. - Regularly review and update safe work method statements (SWMS), job hazard analyses (JHA), and standard operating procedures (SOP) related to working at heights practices to ensure they remain current and relevant. - Conduct regular toolbox talks and ongoing education sessions to reinforce the importance of adherence to safe working at heights practices and procedures, including control measures effectiveness reviews and incident reporting learnings.	2M	
7. Working with Power Tools	Cuts and abrasions, Eye injuries	2M	- Proper Training: Ensure that all workers using power tools have undergone appropriate training on their safe operation, handling, and maintenance, to miniimise the risk of cuts, abrasions, and eye injuries. - Personal Protective Equipment (PPE): Workers should always wear the necessary PPE such as safety glasses, gloves, and hearing protection when operating power tools in public areas. - Regular Inspection: Conduct regular inspections of power tools before and after use, to ensure they are in good working condition and free from any damage or defects that could cause injury.	1L	

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			- Guarding: Ensure that all power tools are fitted with appropriate guards to protect operators and bystanders from flying debris, sparks, and contact with moving parts. - Safe Work Procedures: Develop and implement standard operating procedures for all tasks involving power tools, including precautions to be taken when working in a public area. - Clear Work Area: Maintain a clean and well-organised work area, free of clutter and obstacles, to reduce slip/trip hazards and ensure adequate space to safely operate power tools. - Tool Selection: Choose the right tool for the job and ensure it is designed for the task at hand, reducing the likelihood of injuries caused by using inappropriate or poorly maintained equipment. - Power Cord Safety: Inspect power cords regularly for damage and keep them secured away from walkways, to prevent trip hazards and accidental disconnection during use. - Breaks and Rest Periods: Encourage workers to take regular breaks to prevent fatigue and maintain focus, reducing the likelihood of accidents caused by tiredness or inattention. - Bystander Awareness: When operating power tools in a public area, always be aware of your surroundings and ensure that bystanders, especially children, are kept at a safe distance. - Emergency Response Plan: Establish a clear emergency response plan, detailing the steps to take in case of an accident involving power tools. Ensure that all workers are familiar with the plan and know how to access first aid equipment if required.		
8. Handling Chemicals	Chemical spills, Inhalation of harmful fumes	3H	- Ensure all workers handling chemicals are trained in their proper usage, handling, and disposal methods to prevent accidents and misuse. - Store chemicals in clearly labelled containers with safety lids to avoid accidental spills and leakage. - Provide appropriate personal protective equipment (PPE) for workers, including gloves, goggles, and face masks to protect against contact with harmful substances. - Establish a designated area for chemical storage that is well-ventilated, away from heat sources, and has appropriate containment systems in place to contain any spills. - Encourage regular communication among team members to stay informed about potential hazards and necessary precautions when working with chemicals. - Implement a clear system for reporting chemical spills, leaks, or other incidents so they can be quickly addressed by a trained professional. - Have spill kits readily available on site and ensure workers know their location so they can respond efficiently to a chemical spill.	1L	

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			- Develop emergency response procedures for chemical incidents that include evacuation plans, first aid measures, and proper disposal of contaminated materials. - Keep Material Safety Data Sheets (MSDS) for all chemicals used on site easily accessible and up to date. Train workers on how to read and understand the information provided in these sheets. - Avoid prolonged exposure to chemical fumes by using exhaust fans and proper ventilation systems to maintain good air quality in work areas. - Regularly inspect and maintain equipment used in chemical handling processes to miniimise the risk of leaks or malfunctions. - Rotate tasks involving chemical handling among workers to miniimise individual exposure and health risks. - Conduct regular hazard assessments and seek continuous improvement in workplace practices, aiming to reduce the frequency and severity of chemical-related incidents.		
9. Excavation Works	Unstable trenches, Collapse of excavation walls	3H	- Implement a detailed and site-specific excavation plan: Before starting any excavation work, develop a comprehensive plan that takes into consideration the unique aspects of the project and potential hazards associated with unstable trenches and the collapse of excavation walls. - Train workers on excavation safety: Ensure all workers involved in excavation activities are adequately trained on the specific safety standards, best practices, and emergency response procedures related to their tasks. - Conduct regular inspections: Make sure a competent person regularly inspects the excavation site to identify signs of instability or other hazards before, during, and after each shift. - Utilise suitable shoring and shielding systems: Install appropriate trench shoring or shielding systems to stabilise the trench walls and prevent them from collapsing. - Slope or bench trenches appropriately: For excavations without shoring or shielding systems, ensure the trench walls are sloped or benched at an angle based on soil type and environmental conditions to miniimise the risk of collapse. - Establish safe access and egress points: Provide sturdy ladders, ramps, or stairways within 25 feet of all workers in the trench to enable quick exits in case of an emergency. - Maintain proper spoil piles distance: Store and maintain excavated soil (spoil) and equipment at least 1 meter (3 feet) away from the edge of the trench to decrease the risk of materials falling back into the excavation. - Plan for utility location and support: Identify and mark the locations of underground utilities before starting excavation works to avoid accidental damage or disruption of utility lines, and provide adequate support for exposed utilities.	2M	

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			- Monitor weather and water conditions: Keep an eye on weather forecasts and groundwater conditions, as rainfall and seepage can cause trench walls to become more unstable. In such situations, adjust the work plans and take necessary precautions to maintain the stability of the excavation site. - Establish clear communication protocols: Set up clear communication channels and signals among all workers and supervisors involved in excavation activities to facilitate effective coordination on safety-related concerns and emergency response.		
10. Traffic Management	Collisions with pedestrians, Struck-by incidents	2M	- Implement a clearly defined traffic management plan that outlines vehicle and pedestrian zones, access points, speed limits, signage, and designated walkways. - Ensure all personnel on site, including workers, visitors, and contractors, are fully briefed on the traffic management plan, associated hazards, and their individual responsibilities. - Adequately train and certify workers responsible for directing traffic or operating heavy machinery to ensure they have the necessary skills and competencies. - Install clear and highly visible signs, barriers, or bollards to separate working areas from public footpaths or thoroughfares, helping pedestrians avoid potential danger zones. - Use flaggers or spotters when vehicles are entering or exiting the work zone, particularly in areas of high pedestrian or vehicle traffic. - Encourage ongoing communication between workers through the use of appropriate channels such as two-way radios or hand signals, enabling them to stay informed about changes in traffic conditions or hazards. - Limit machine or vehicle movements during peak pedestrian times, whenever possible, ensuring access is strictly controlled, minimising risk and enhancing overall site safety. - Regularly maintain and inspect vehicles and equipment to ensure they are both safe and efficient, with safety checks performed before each shift commences. - Routinely evaluate and adapt the traffic management plan based on changing work requirements or conditions, ensuring all parties remain well-informed of any updates. - Document and address any near misses or incidents involving pedestrians or workers, analysing factors to prevent future occurrences and continuously improve traffic safety measures. - Encourage pedestrians and local community members to report any unsafe behaviors or concerns related to the work zone to encourage everyone's participation in maintaining a safe environment. - Schedule toolbox talks and safety meetings to address ongoing workplace health and safety issues, promote open dialogue, and foster a culture of mutual respect and shared responsibility for reducing potential traffic-related risks.	1L	

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11. Break & Rest Periods	Inadequate rest spaces, Overexertion	2M	- Schedule regular breaks and rest periods within work shifts to ensure workers have adequate time to recover from physical and mental exertion. - Provide well-ventilated and comfortable break areas with seating arrangements and facilities for workers to rest their legs, back, and arms effectively. - Train workers in correct manual lifting techniques and posture when working to avoid the risk of overexertion, muscle strain, and joint stress. - Rotate staff duties and tasks, where possible, to reduce repetitive motions or prolonged periods on their feet. - Implement a fatigue management plan, identifying signs of worker fatigue and developing strategies to counteract it. - Promote employee wellness through proper education and encouragement of self-care routines such as stretching and relaxation techniques. - Instruct workers to communicate immediately with their supervisor or team leader if they are feeling unwell or fatigued and require additional break time. - Encourage a culture of teamwork where workers can assist each other with tasks, reducing the risk of individual overexertion. - Monitor environmental conditions (high heat, humidity, etc.) and adjust scheduled breaks as needed to prevent heat-related illnesses and exhaustion. - Ensure that workers have access to water and/or sports drinks to remain hydrated and replenished during their breaks. - Establish a clear procedure for reporting inadequate rest spaces or hazards related to break and rest areas so that they can be promptly addressed. - Consider flexible scheduling options, allowing workers to take shorter but more frequent breaks if this better suits their needs and preferences. - Manage workload and staffing levels efficiently to maintain reasonable expectations on employees, minimising the risk of overwork and burnout. - Post visible signage in workspaces reminding workers of the importance of taking breaks, proper lifting techniques, and recognizing fatigue symptoms.	1L	
12. Clean Up & Demobilization	Waste disposal hazards, Manual handling injuries	2M	- Clearly label and designate specific areas for waste disposal, ensuring they are easily accessible and not obstructing public pathways or access points. - Assess the weight of items before manually handling them to ensure they are within safe lifting limits and decide if additional personnel or equipment is needed. - Provide training on proper manual handling techniques such as bending at the knees, maintaining a neutral spine, and using slow and controlled movements while lifting heavy objects.	1L	

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			- Utilise wheeled bins or trolleys to transport waste materials over long distances or through difficult terrain to reduce manual handling risks. - Evaluate the need for personal protective equipment (PPE) based on the type of waste being disposed; gloves, safety footwear, and high visibility vests may be necessary. - Develop a written waste disposal procedure, including instructions for segregation and sorting of recyclable or hazardous materials, and make this information available to all workers. - Ensure that waste bins are in good condition with properly functioning lids to prevent spills and leaks during transportation. - Regularly inspect the waste disposal area for any hazards including trip hazards, loose debris, or obstructions that could lead to injuries. - Schedule clean-up activities during low-traffic periods to miniimise the interaction between workers and the public, reducing the risk of accidents or disruptions. - Implement a communication plan to inform relevant stakeholders and local residents about the planned works, including start times, expected duration, and any potential disruptions to their daily routines. - Establish appropriate exclusion zones during clean up and demobilization to separate workers from members of the public and keep everyone safe. - Store tools, equipment, and materials securely when not in use to prevent unauthorised access or misuse by members of the public. - Encourage workers to report any hazards or incidents encountered during clean up and demobilization, so improvements and corrective actions can be made promptly. - Regularly review and update the Safe Work Method Statement (SWMS) for working in public areas to ensure it remains relevant and effective in managing identified risks and hazards.		

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

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

LEGISLATIVE REFERENCES

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

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

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

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

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

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

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

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

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

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

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

Model Codes of Practice

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

SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

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

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

SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

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

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

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

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

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

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

SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

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

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

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