Accessing Archives Or Storage Areas	With Congested Files   SA	FE WORK METHOD STATEM	ENT (SWMS)
TASK OR ACTIVITY: Ac	ccessing Archives Or Storage A	reas With Congested Files	
Business Name:		ABN:	SWMS#
Business Address:			
Contact Person:	Phone:	E ail:	
THIS SAFE WORK METHOD	STATEMENT IS APPRO	THE PC. OF THE ROJECT	
Under the Work Health and Safety Regulation (WHS Regulation), a person conductive proposed work starts.	ucting a business or under the (Po. 1)	s required to en that a safe work method	statement (SWMS) is prepared before
Full Name:			
Signature:	NK	Title:	Date:
Details of the person(s) responsible for ensuring implementation, monitoring	opliance the VMS a well as revie	ws and modifications of the SWMS.	
Full Name:		Title:	Phone:
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS WAS MADE	NALE OF ALL RELEVANT PERSON	NEL WHO HAVE BEEN CONSULTED AND C F THIS SWMS	COMMUNICATED TO IN THE
Safety meetings or toolbox talks will be sched, and in according with gislative requirements to first identify any site hazards, a schedule of the price those hazards and then to further take steps to either eliminate or continue ach hazard.			
If an incident or a near miss occurs, all work must store an alately. 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:						
Project Address:						
Project Manager:						
Contact Phone:						
Date SWMS supplied to Project Manager:						
ANY HIGH-RISK CONSTRUC						
☐ involves a risk of a person falling more than 2 meters	I is carried out on or near pressurised gas mains or piping					
□ is carried out on a telecommunication tower	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 integ. Y of a sucture	$\square$ is carried out in an area that may have a contaminated or flammable atmosphere					
□ involves, or is likely to involve, disturbing asb	☐ involves tilt-up or precast concrete					
involves structural alteration or repair that quires terrar by supart 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	$\Box$ 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 that 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 MACHINER	RY OR EQUIPMENT NEARBY					



	RISK MATRIX									
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE			HEIRARCHY OF CONTROLS	
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE	SCORE	ACTION		Elimination Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCE		Substitution	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review befor work starts.		Replace the hazard.	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.		Isolate People from the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	nitor and k⊾ records		Engineering Isolate the hazard.	

	PERS_VAL TECTIVE EQUIPMENT (PPE) Select the appropriate PPL above suitably for the equipment used or the job task being performed (if applicable).										
		Select the ap	propriate PPL	abo, ruitab	i or the equi	oment used or	the job task	being perform	ned (if applica	able).	
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION		P ECTION	R⊾ ⇒PIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
Other PPE Required:											
	Permit or Licenses Requirements				Mandatory Qualifications and Training						



JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Preparation	Slips and trips, Manual handling injuries	2М	<ul> <li>Conduct a pre-task assessment to identify the vential slip, trip, and manual handling hazards in the storage area.</li> <li>Ensure floors are kept clear of obstacles and vitro prevent slips and trips. Immediately clean up any identified hazards.</li> <li>Use proper signage to alert to tkers of wet or une to subtreas in the storage area.</li> <li>Organise files synchronally to obtacle congestion, evaluates in the storage area.</li> <li>Organise files synchronally to obtacle congestion, evaluates in the storage area.</li> <li>Provide works with appropriate per uncorrective equipment, such as non-slip shoes, to minimise risk of opping.</li> <li>Importent proprogramming throughout the storage area to ensure visibility and reduce slip and trip risks.</li> <li>Train orket on concert manual handling techniques, including safe lifting practices and use of equipmit.</li> <li>Ouse no and size of boxes that workers are required to handle in order to reduce strain injuries.</li> <li>Use no annical aids like trolleys or carts to move heavy or cumbersome items instead of manual mying.</li> <li>Encourage workers to report potential hazards immediately so they can be addressed promptly.</li> <li>Designate specific walkways and keep them free of obstruction to facilitate safe movement.</li> <li>Schedule regular breaks for workers who perform repetitive tasks to minimise physical fatigue.</li> <li>Adjust workstations ergonomically to fit the worker, reducing awkward postures and enhancing comfort.</li> </ul>	1L
2. Accessing Archive Room	Falls from ladder, Encountering asbestos	3Н	<ul> <li>Conduct a pre-task risk assessment to identify the potential presence of asbestos and any other hazardous materials.</li> <li>Ensure workers have completed asbestos awareness training and are familiar with the safety procedures related to asbestos handling.</li> <li>Regularly inspect ladders for defects and ensure they meet Australian standards before use.</li> <li>Provide non-slip, stable ladders with safety locks to minimise the risk of falls.</li> <li>Maintain good housekeeping practices in storage areas, such as keeping aisles clear of obstructions and ensuring the floor is free from debris and spills.</li> <li>Restrict access to archive rooms to authorised personnel only and provide necessary training on safe access procedures.</li> </ul>	2M

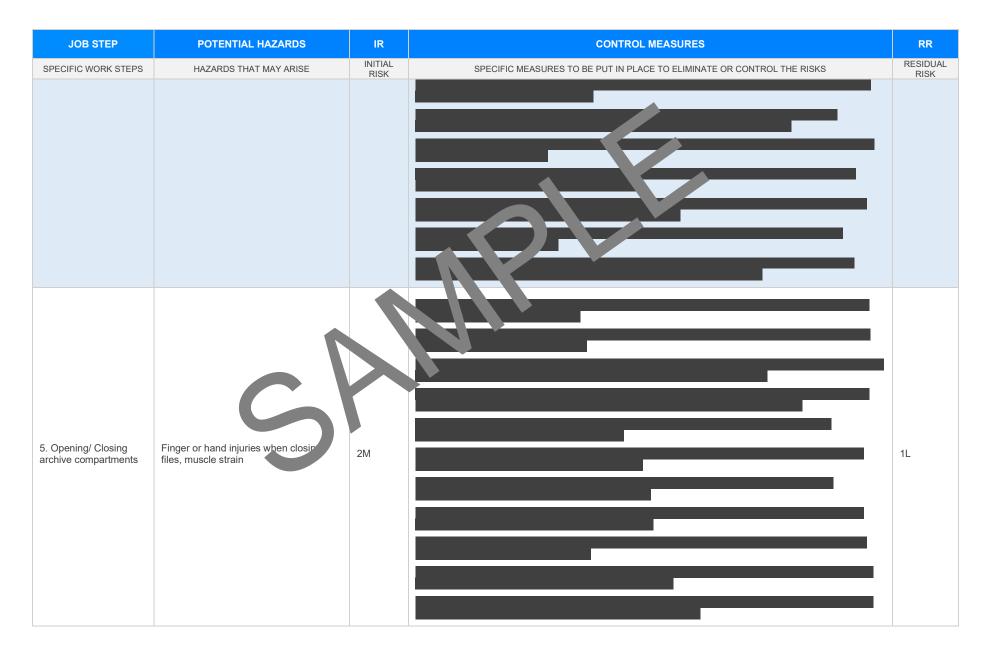


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			- Use personal protective equipment (PPE), such as gloves, dust masks, and goggles, when handling items that may be contaminated with asbestos fibres.	
			- Implement a buddy system so workers can assist such other, particularly when handling awkward or heavy items at height.	
			- Label and isolate areas containing asbest ensuring the warning signs are visible and legible at all times.	
			- Utilise shelving units that are secure and capable of supporting the weight of stored materials without risk of collapse.	
			- Store frequently accessed file. Ind materials at way sight to reduce the need for ladder use.	
			- Establish an encygency on incluring quick access to first aid kits and trained first-aiders in case of fall or exposure azardous sistance	
			- Review and the ate safe procedures egularly to reflect changes in regulations, equipment, or identified risks.	
			- Implement monom vorkstations with adjustable chairs and desks to support comfortable posture.	
			Schedue regult breaks to mitigate strain from repetitive movements.	
			- D. e. d. umen nolders to position files at eye level, reducing neck strain.	
			Encourage employees to perform stretching exercises designed to alleviate tension in the neck, soulders, and back.	
			- Use task lighting to enhance visibility of files without causing glare or contrast issues.	
3. Identifying Required Files	Musculoskeletal in ries from repetitive tasks, Eye strain	2М	- Train staff in proper lifting techniques for managing heavy or awkwardly placed files, minimising the risk of musculoskeletal disorders.	1L
			- Incorporate anti-glare screen filters on computer monitors to decrease eye fatigue.	
			- Adjust computer screens to maintain a consistent viewing distance that reduces eye strain.	
			- Provide wrist supports or ergonomic keyboards and mouse devices to lessen strain on hands and wrists.	
			- Implement job rotation strategies among staff to vary tasks and reduce repetitive strain.	
			- Supply magnifying tools or other visual aids for easier reading of small print within documents.	
			- Encourage blink reminders via software applications to keep eyes moist and prevent dryness or irritation.	
			- Conduct vision assessments and ensure eyewear prescriptions are up-to-date for all employees.	
4. Retrieving Files	Falls from stepping on files, Carrying heavy loads	ЗH		2M

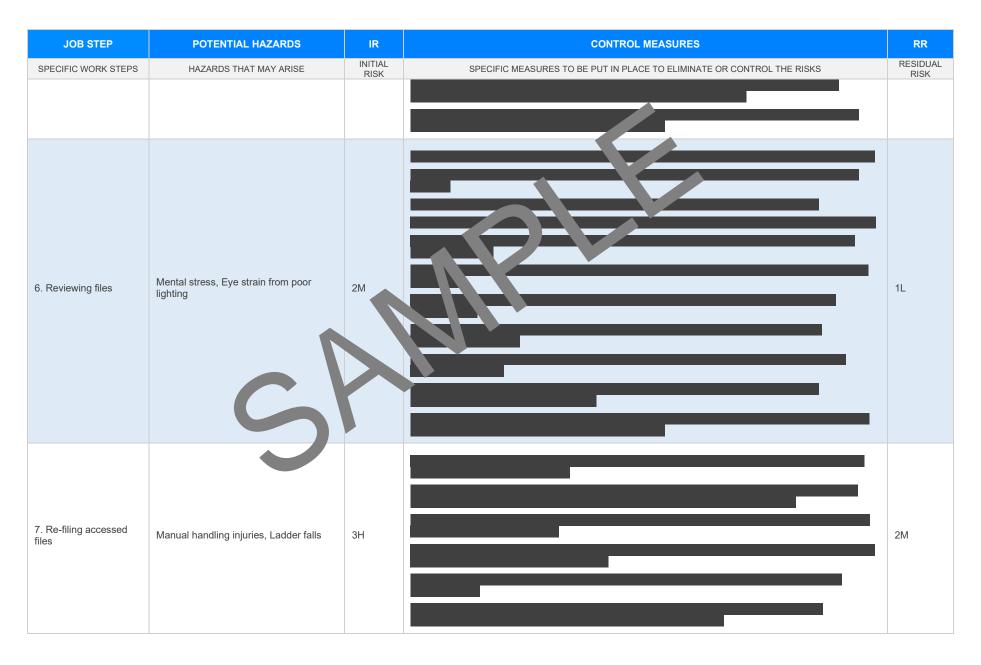
Version 2.5

Date of Issue:





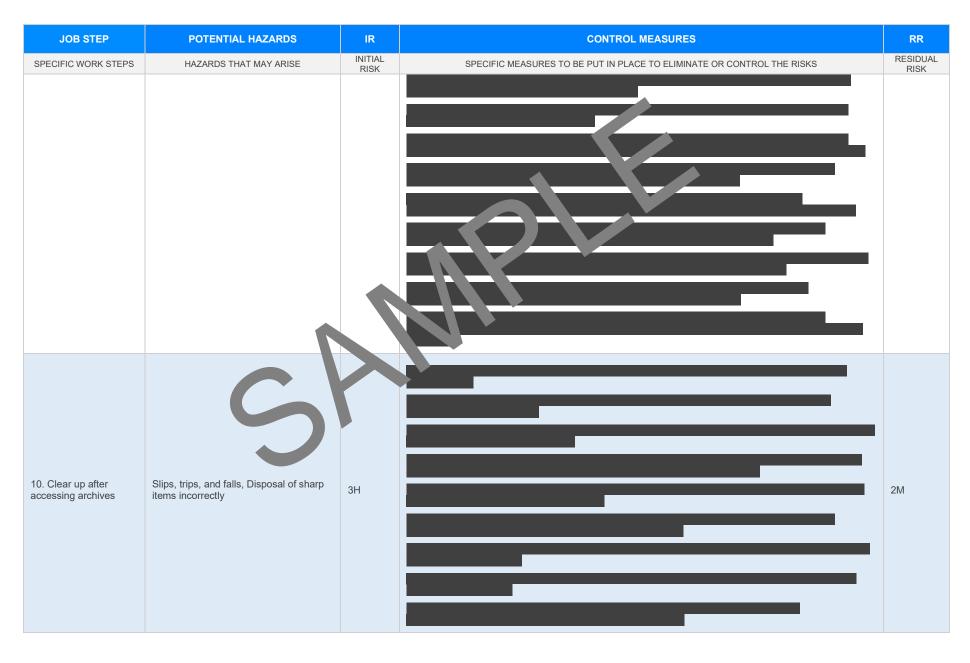






JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
8. Exiting archive room	Accidental lock-ins, Sups due to clutt	2м		1L
9. Report any hazards or incidents	Hazards not reported in a timely manner, human error	2M		1L





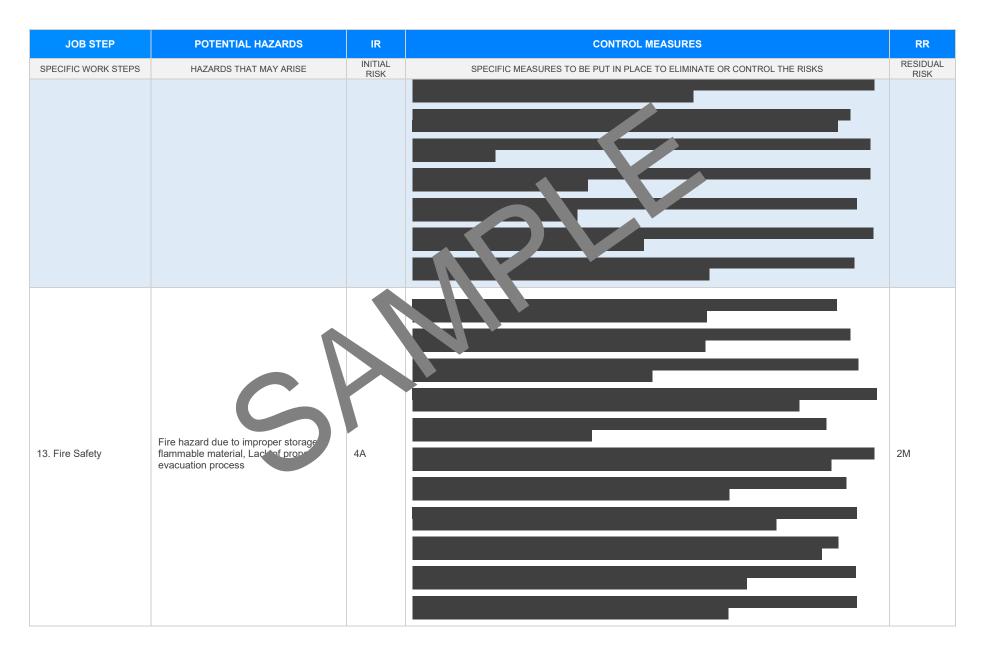
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SPECIFIC WORK STEPS         HAZARDS THAT MAY ARISE         MITAL RISK         SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS         RESIDUAL RISK           11. Manual Material Handling         Musculoskeletal injuries, Cuts and buises         Jat	JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
Handling     bruises     Jii     Jii       Subscription     Subscription     Subscription     Subscription       12. Maintain archive     Subscription     Subscription     Subscription	SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
Handling bruises bruis					
12. Maintain archive storage area cleanliness       Exposure to dust/allergens, Falling objects       3H       Image: Clean clea	11. Manual Material Handling	bruises	ЗН		2М
	12. Maintain archive storage area cleanliness	Exposure to dust/allergens, Falling objects	3Н		2M

Date of Issue:





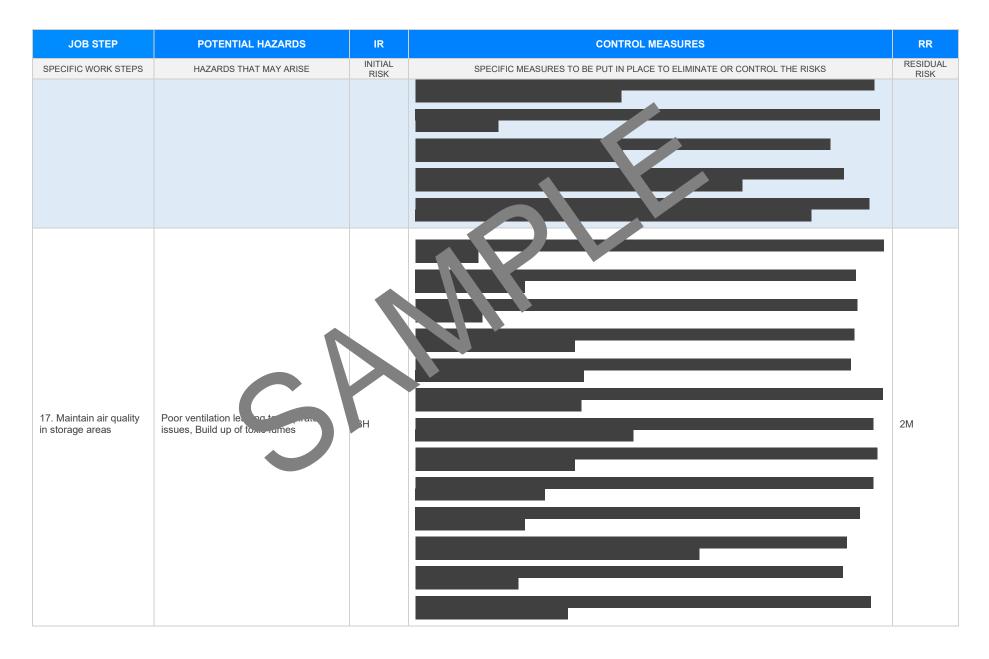


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
14. Periodical checks on the quality of stored	Degradation of material leading to health hazard, Insect infestations	RISK 3H	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RISK
materials	hazard, Insect infestations			2.00
15. Safe working practices training	Miscommunication, Inconsistent practices and procedures	2M		1L









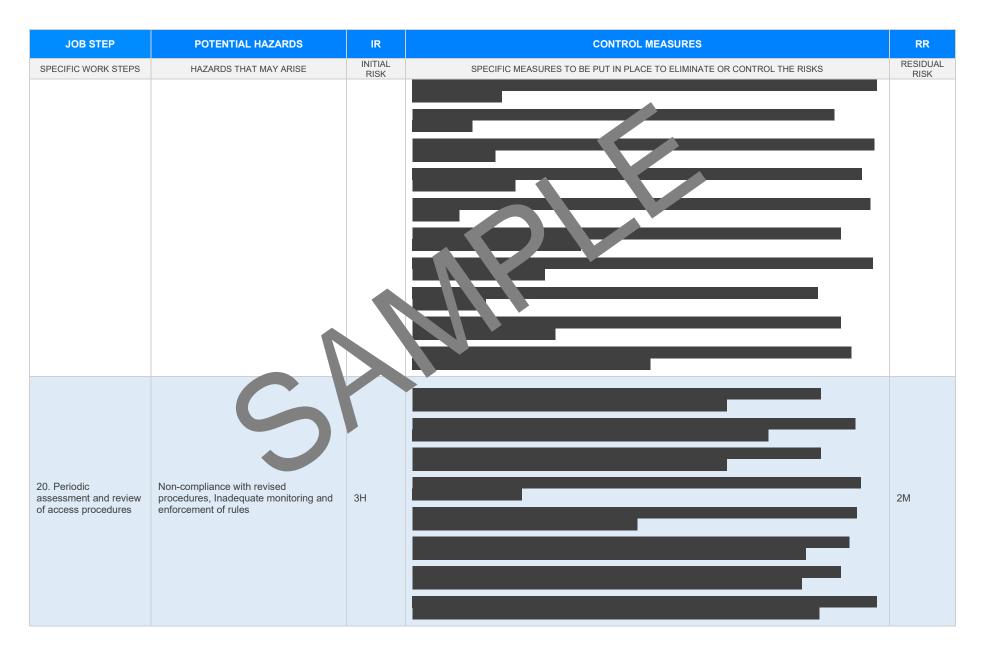
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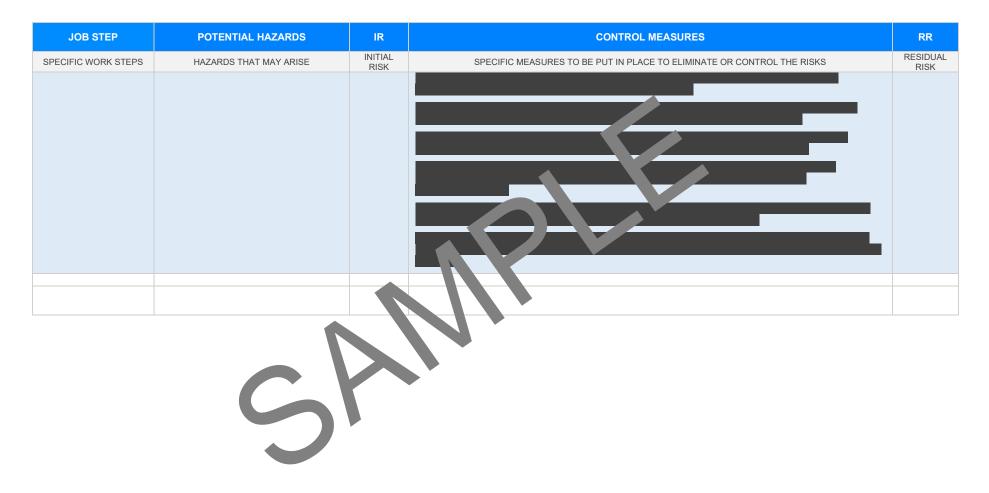
JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
18. Use of equipment for accessing files (if applicable)	Faulty equipment, Inadequate training in using the equipment	ЗН		3H
19. Managing stress and fatigue	Mental stress from overwork, Physical injuries due to fatigue	ЗН		2М

Date of Issue:











#### **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 REF	ERENCES
RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISL	ATIVE REFERENCES ANY STATE AT 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 au Safety Act 2004 Occupational Health and onfety or gulations 2017 Legis non VIC: <u>https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and- rgulatures</u> or des of mactice VIC <u>extps://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice</u>
New South Wales         Work Health and Safety Act 2011         Work Health and Safety Regulations 2017         Legislation NSW: <a href="https://www.safework.nsw.gov.au/legal-obligations/legislative">https://www.safework.nsw.gov.au/legal-obligations/legislative</a> Codes of Practice NSW: <a href="https://www.safework.nsw.gov.au/resource-library/lis">https://www.safework.nsw.gov.au/legal-obligations/legislative</a>	Western Australia Work Health and Safety Act 2020 Work Health and Safety Regulations 2022 Legislation Western Australia: <u>https://www.commerce.wa.gov.au/worksafe/legislation</u> Codes of Practice WA: <u>https://www.commerce.wa.gov.au/worksafe/codes-practice</u>
Northern Territory Work Health and Safety (National Uniform Legislation) Act 2011 Work Health and Safety (National Uniform Legislation) Regulation 2011 Legislation NT: <u>https://worksafe.nt.gov.au/laws-and-compliance/weiplace-serve-laws</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/ferresoureserve-laws</u>	Safe Work Australia Links Law and Regulation (All States): <u>https://www.safeworkaustralia.gov.au/law-and-regulation</u> Model Codes of Practice: <u>https://www.safeworkaustralia.gov.au/resources-publications/model-</u> <u>codes-of-practice</u> Model Codes of Practice
South Australia Work Health and Safety Act 2012 (SA) Work Health and Safety Regulations 2012 (SA) Legislation for SA: <u>https://www.safework.sa.gov.au/resources/legislation</u> Codes of Practice for SA: <u>https://www.safework.sa.gov.au/work_aces/codes-of-practice#COPs</u>	<ul> <li>Managing noise and preventing hearing loss at work</li> <li>Confined spaces</li> <li>Labelling of workplace hazardous chemicals</li> <li>Managing risks of hazardous chemicals in the workplace</li> <li>Welding processes</li> </ul>
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: <a href="https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations">https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations</a> Codes of Practice for TAS: <a href="https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice">https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice</a>	<ul> <li>First aid in the workplace</li> <li>Managing the risk of falls at workplaces</li> <li>Hazardous manual tasks</li> <li>Managing the risk of falls in housing construction</li> <li>Managing electrical risks in the workplace</li> <li>Demolition work</li> <li>Excavation work</li> <li>Work health and safety consultation, cooperation and coordination</li> </ul>
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.	<ul> <li>Managing the work environment and facilities</li> <li>How to manage work health and safety risks</li> <li>Managing risks of plant in the workplace</li> <li>Construction work</li> </ul>



#### 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 gualifications 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	Signature	Date

#### SAFE WORK N THE ST ATEM ANT MONITORING AND REVIEW

d must reviewed (and

hav be sted by the operation

should be carried out in

The SWMS must be reviewed regularly to make sure it remains fective revised if necessary) if relevant control measures are revised. The viewn consultation with workers (including contractors htractors Vb 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 persons involved with the work are advised that a revision has been made and how they can acces he revised SWMS, including all persons who will need to change a work procedure or system as a region of the review are advised of the changes in a way that will enable them to implement their duties antly 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	COMMENTS	
The company details have been entered, including the project name and address.			
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.	$\boxtimes$		
Foreseeable hazards are identified and documented for each step.	$\square$		
Any hazards listed in any site risk assessments have been added to the SWMs	$\boxtimes$		
SWMS initial risk (IR) column as well as residual risk (RR) column mpleted.	$\boxtimes$		
Check control measures added to the SWMS are the most effective selection	$\boxtimes$		
Responsible person is assigned and listed on the property of the importation control measures.	$\boxtimes$		
Permit or licenses requirements specified, su as Hot Work, Electric Work, Work at Heights etc.	$\boxtimes$		
SWMS identifies plant and equipment to be use	$\boxtimes$		
Details of inspection checks required for any equipment listed protection on the SWMS.	$\boxtimes$		
Describes any mandatory qualifications, experience, and g or skills required to perform the work.	$\boxtimes$		
Applicable personal protective equipment is selected on the SWMS.	$\boxtimes$		
Reflects and documents any legislative references and/or Australian Standards.	$\boxtimes$		
Identifies any hazardous substances used with specific control measures in line with any SDS.	$\boxtimes$		
REVIEWED BY	DATE RE	VIEWED	
SIGNATURE	DATE COMPLETED		