Asphalt Roller   S	SAFE WORK METHOD STA	TEMENT (SWMS)	
١	TASK OR ACTIVITY: Asphalt Roll	er	
Business Name:		ABN:	SWMS#
Business Address:			
Contact Person:	Phone:	E ail:	
THIS SAFE WORK METHOD	STATEMENT IS APPROVED BY		
Under the Work Health and Safety Regulation (WHS Regulation), a person conductive proposed work starts.		required to en the that a safe work method s	tatement (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 review	s and modifications of the SWMS.	
Full Name:		Title:	Phone:
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS MAS P	NACE OF ALL RELEVANT PERSONNE EVELOPMENT AND APPROVAL OF	EL WHO HAVE BEEN CONSULTED AND CO THIS SWMS	DMMUNICATED TO IN THE
Safety meetings or toolbox talks will be sched ed in according with gislative requirements to first identify any site hazards, so the comparison those hazards and then to further take steps to either eliminate or contract each hazard.			
If an incident or a near miss occurs, all work must stop an attactive 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 terminary 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 N_TECTIVE EQUIPMENT (PPE)										
	Select the appropriate PPL above suitably for the equipment used or the job task being performed (if applicable).										
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										

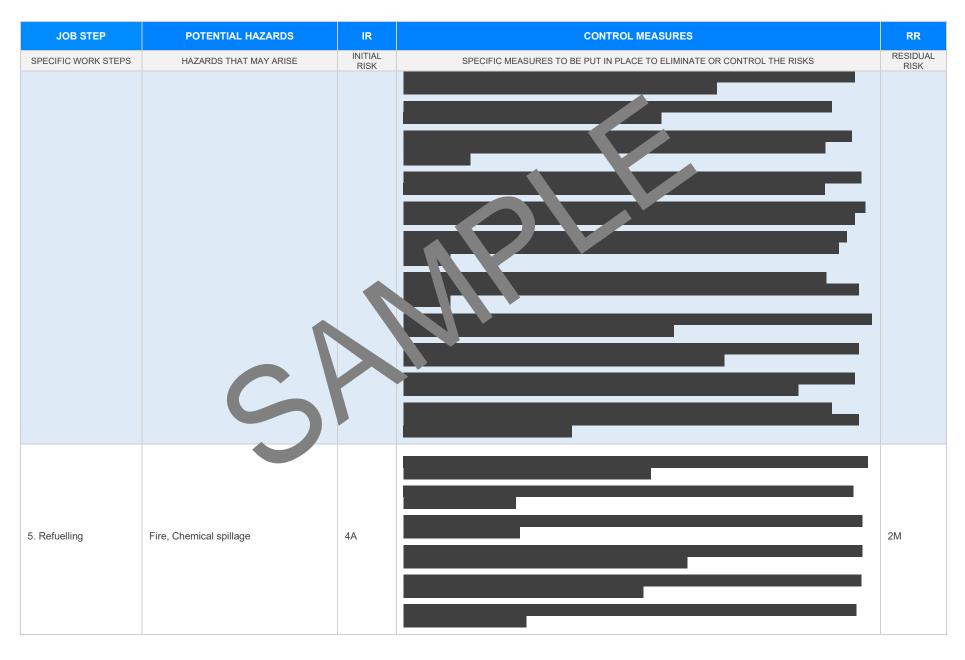


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Preparation	Slips, Trips, Falls, Ergonomic injuries	зн	<ul> <li>Absolutely, here are 12 detailed control memores:</li> <li>Ensure proper housekeeping of the work at to reprote any potential tripping hazards.</li> <li>Clearly mark any uneven surfaces that could have o slips or falls.</li> <li>Regularly inspect and mainten equipment to present breatowns and malfunctions.</li> <li>Use ergonomic equipment descred to minimise struct and musculoskeletal disorders.</li> <li>Train worker to safety protection equipment (File), including sturdy boots to prevent slips and trips, and glovener thanks to reprote prolonged exposure to ergonomic risks, such as repetitive motion or takward estures.</li> <li>Instruction or takward estures.</li> <li>Instruction or the struction of the study concerns immediately.</li> <li>Instruction or the struction of the study concerns immediately.</li> <li>Instruction or the structure study concerns immediately.</li> <li>Instruction or the structu</li></ul>	2M
2. Pre-start Checks	<ul> <li>Perform regular equipment audits: Prior to use, verify that the roller is functioning properly; this will h prevent unexpected machine failures.</li> <li>Implement safety checks: Before turning on the asphalt roller, check for any loose or leaking parts.</li> <li>Utilise protective gear: Ensure that all workers are equipped with the appropriate personal protective equipment (PPE) such as gloves, safety footwear and high visibility clothing at all times.</li> <li>Use of spill kits: Equip your team with spill kits designed for chemical spills to tackle accidental spilla</li> </ul>		2M	

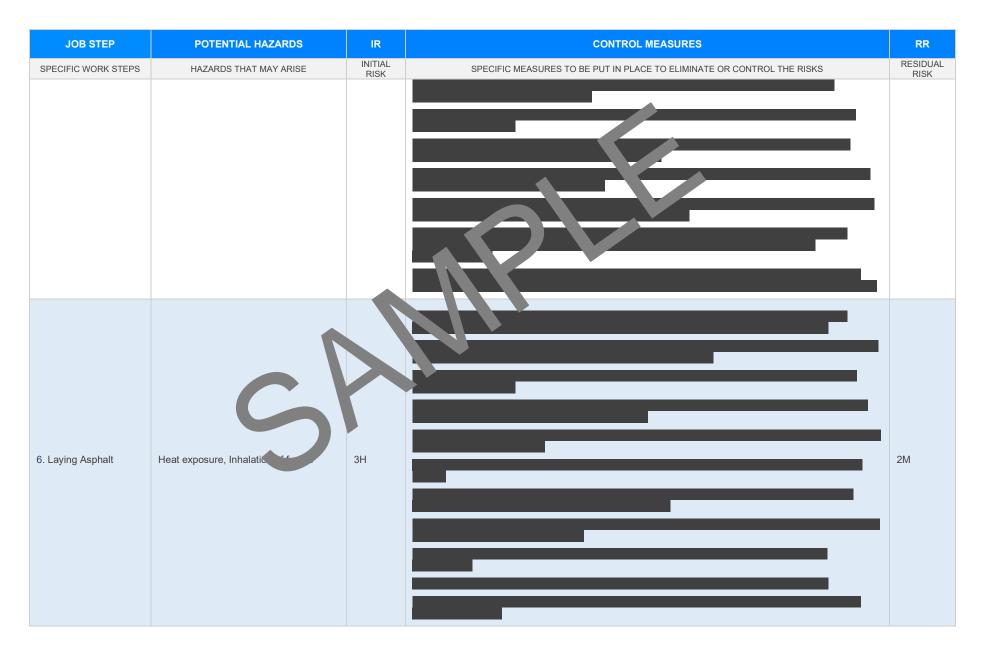


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS - Maintenance schedule: Follow a maintenance routine and have the asphalt roller serviced by a	RESIDUAL RISK
			<ul> <li>professional regularly to ensure its good working condition.</li> <li>Emergency protocols in place: Ensure all staff are ware of, and well briefed on, what to do in the event of an equipment failure or chemical spill.</li> </ul>	
3. Loading and Unloading	Manual handling injuries, Traffic interaction	4A	<ul> <li>Ensure all personnel have been appropriate trained manual handling techniques to minimise the risk of musculoskeletal injuries including strains an uncome.</li> <li>Use mechanical aids such theremaes, forklifts, or neists whenever possible to reduce manual lifting of heavy or awkward objects.</li> <li>Implement a traffit wave temer than that restricts uwauthorised vehicles from the loading/unloading area to prevent acidents.</li> <li>Provide high tribibility closing/reflectureness for all workers involved in the loading and unloading processo increase the unsibility to vehicle operators.</li> <li>Schedule bading and unloading activities during off-peak hours to reduce risks associated with interact in the other whicles.</li> <li>Ensure ollektore proved using transport using lashings or chocks to prevent accidental tweme.</li> <li>Implement clear communication procedures between drivers and spotters during loading and unloading peration.</li> <li>Implement clear and maintain all equipment used for loading/unloading to ensure its reliable operation and the safety of workers.</li> <li>Establish 'no-go' zones around the loading and unloading area which are strictly enforced to protect bystanders and other workers from potential risks.</li> <li>Encourage regular rest breaks for workers particularly those engaged in repetitive tasks like loading and unloading order to avoid fatigue-related accidents.</li> </ul>	ЗН
4. Operation	Noise exposure, Vibration	ЗН		2M









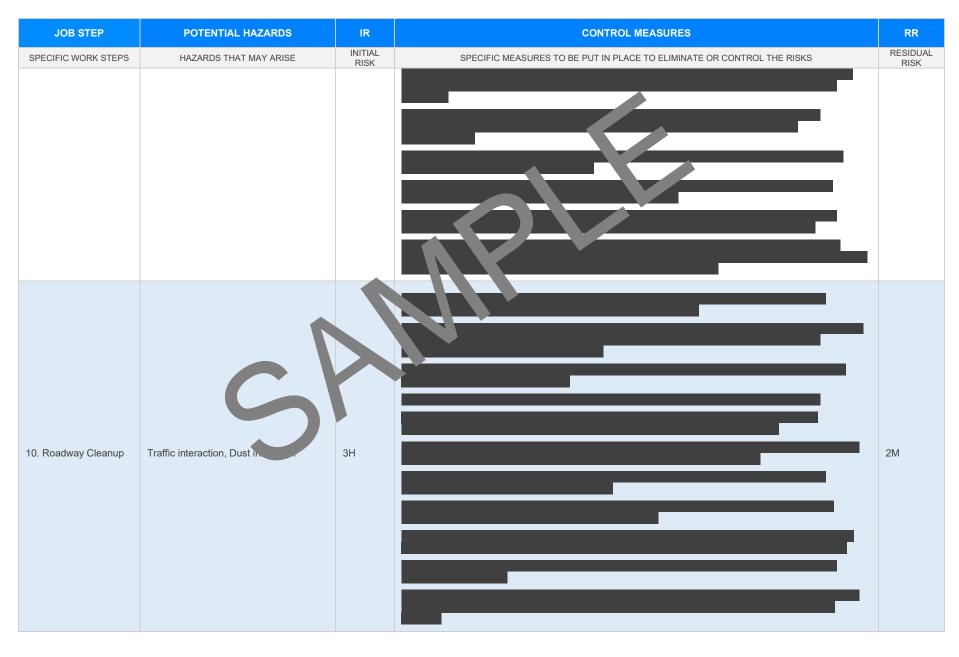


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
. Roller Breakdowns	Manual handling injury, Struck by roll	ЗН		2M
				•
Demuler Maintaine	Chaminal Onillana Electric charle	211		41
3. Regular Maintenance	Chemical Spillage, Electric shock	3Н		1L



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
9. Roller Storage	Falls from height, Manual handling injury	4A		3Н





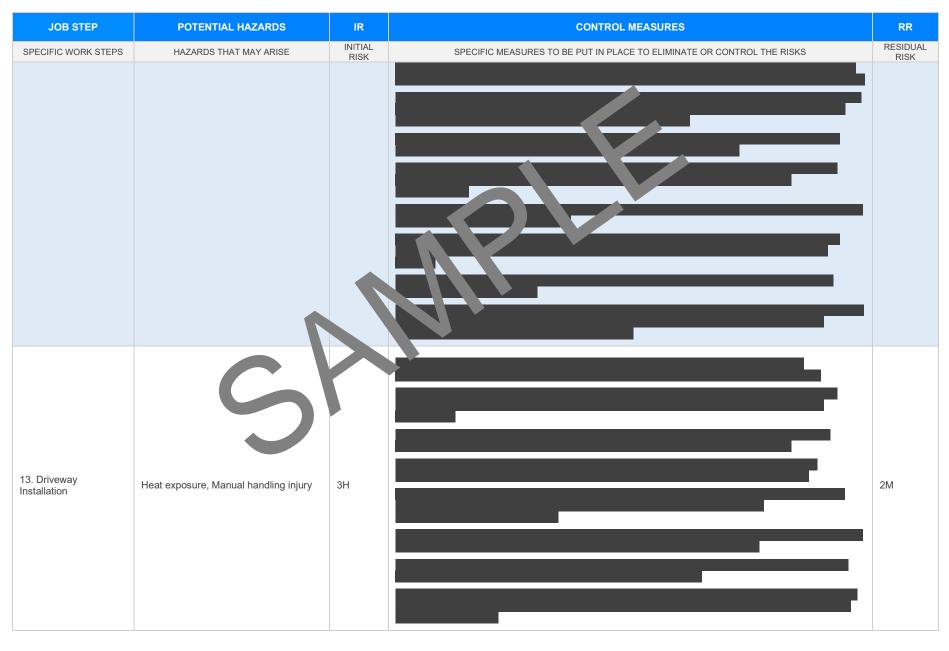


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
11. Site Demobilisation	Manual handling injury, Traffic interaction	3		2M
12. CNC Milling	Electric shock, Noise exposure	4A		2M

Version 2.5

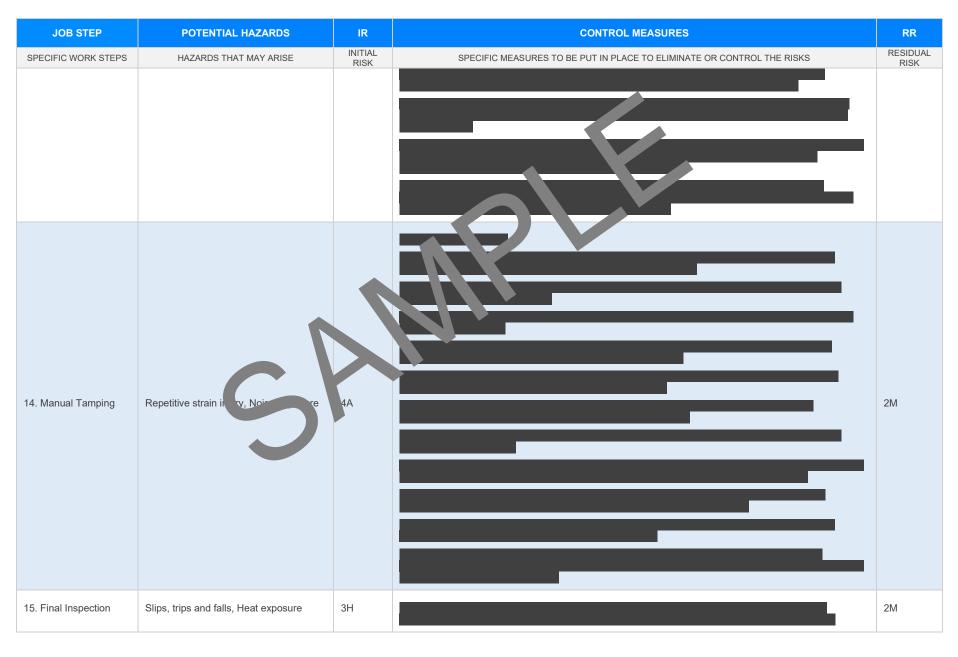
Date of Issue:





Version 2.5





Version 2.5



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



#### **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 LEGISLATIVE 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: <u>https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws</u> Codes of Practice QLD: <u>https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice</u> Legislation ACT: <u>https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice</u> Codes of Practice ACT: <u>https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice</u>	Victoria Occupational Health au Safety Act and 4 Occupational Health and a fety or gulations 2017 Legistron VIC: <u>https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and- gulations</u> of thes on 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/legislati-codes">https://www.safework.nsw.gov.au/legal-obligations/legislati-codes</a> codes of Practice NSW: <a href="https://www.safework.nsw.gov.au/resource-library/lis">https://www.safework.nsw.gov.au/legal-obligations/legislati-codes</a> codes of Practice NSW: <a href="https://www.safework.nsw.gov.au/resource-library/lis">https://www.safework.nsw.gov.au/legal-obligations/legislati-codes</a> codes of Practice NSW: <a href="https://www.safework.nsw.gov.au/resource-library/lis">https://www.safework.nsw.gov.au/resource-library/lis</a> <a acts-and-regulations"="" href="https://www.safework.nsw.gov.gov.gov.gov.gov.gov.gov.gov.gov.gov&lt;/td&gt;&lt;td&gt;Western Australia&lt;br&gt;Work Health and Safety Act 2020&lt;br&gt;Work Health and Safety Regulations 2022&lt;br&gt;Legislation Western Australia: &lt;u&gt;https://www.commerce.wa.gov.au/worksafe/legislation&lt;/u&gt;&lt;br&gt;Codes of Practice WA: &lt;u&gt;https://www.commerce.wa.gov.au/worksafe/codes-practice&lt;/u&gt;&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;Northern Territory&lt;br&gt;Work Health and Safety (National Uniform Legislation) Act 2011&lt;br&gt;Work Health and Safety (National Uniform Legislation) Regulation 2011&lt;br&gt;Legislation NT: &lt;u&gt;https://worksafe.nt.gov.au/laws-and-compliance/weiplace-serv-laws&lt;/u&gt;&lt;br&gt;Codes of Practice NT: &lt;u&gt;https://worksafe.nt.gov.au/ferresourcest/compliance/weiplace-serv-laws&lt;/u&gt;&lt;/td&gt;&lt;td&gt;Safe Work Australia Links&lt;br&gt;Law and Regulation (All States): &lt;u&gt;https://www.safeworkaustralia.gov.au/law-and-regulation&lt;/u&gt;&lt;br&gt;Model Codes of Practice: &lt;u&gt;https://www.safeworkaustralia.gov.au/resources-publications/model-&lt;/u&gt;&lt;br&gt;&lt;u&gt;codes-of-practice&lt;/u&gt;&lt;br&gt;Model Codes of Practice&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;South Australia&lt;br&gt;Work Health and Safety Act 2012 (SA)&lt;br&gt;Work Health and Safety Regulations 2012 (SA)&lt;br&gt;Legislation for SA: &lt;u&gt;https://www.safework.sa.gov.au/resources/legislation&lt;/u&gt;&lt;br&gt;Codes of Practice for SA: &lt;u&gt;https://www.safework.sa.gov.au/work_aces/codes-of-practice#COPs&lt;/u&gt;&lt;/td&gt;&lt;td&gt;&lt;ul&gt; &lt;li&gt;Managing noise and preventing hearing loss at work&lt;/li&gt; &lt;li&gt;Confined spaces&lt;/li&gt; &lt;li&gt;Labelling of workplace hazardous chemicals&lt;/li&gt; &lt;li&gt;Managing risks of hazardous chemicals in the workplace&lt;/li&gt; &lt;li&gt;Welding processes&lt;/li&gt; &lt;/ul&gt;&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;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: &lt;a href=" https:="" laws-and-compliance="" topics="" worksafe.tas.gov.au="">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>Work nearth and safety consultation, cooperation and coordination</li> <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.	$\boxtimes$		
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 part the importation ontrol 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		