Bitumen Sprayer   SAFE WORK METHOD STATEMENT (SWMS)							
TA	SK OR ACTIVITY: Bitumen Spra	yer					
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 conduct the proposed work starts.		required to en that a safe work method s	tatement (SWMS) is prepared before				
Full Name:							
Signature:		Title:	Date:				
Details of the person(s) responsible for ensuring implementation, monitoring	opliance i the VMS a well as review	s and modifications of the SWMS.					
Full Name:		Title:	Phone:				
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS MAN HAVE THE FOLLOWING COMMUNICATED	NALE 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 and in account with agislative requirements to first identify any site hazards, such a to compare hicas those hazards and then to further take steps to either eliminate or contact each hazard.							
If an incident or a near miss occurs, all work must stop an attely. 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.	

						TIVE EQUIPM					
	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 R	Other PPE Required:										
	Permit or Licenses Requirements Mandatory Qualifications and Training										

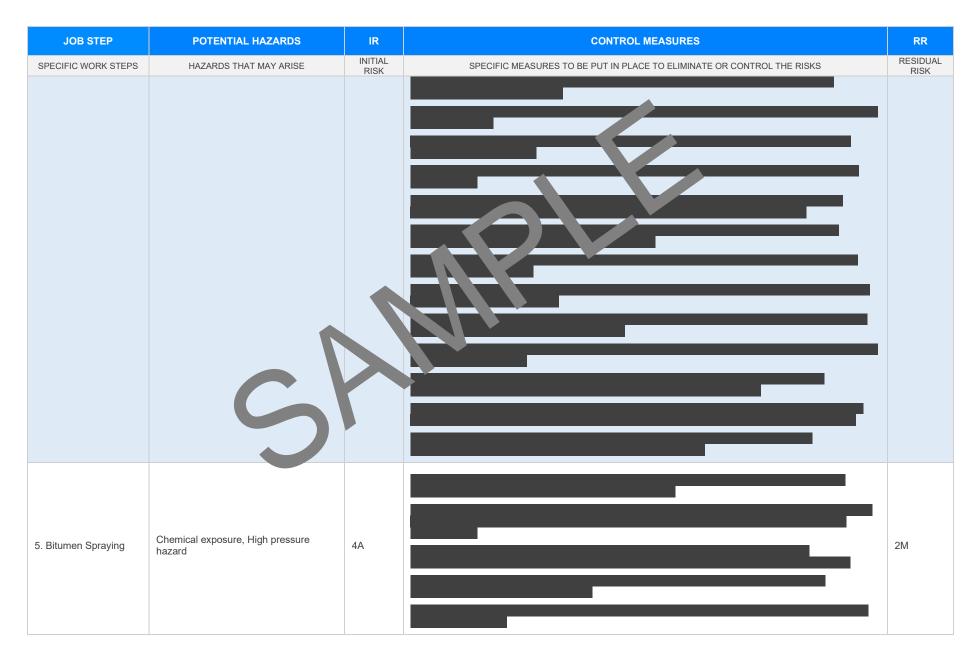


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Preparation	Unsafe equipment, Poor lighting	2М	<ul> <li>Conduct a thorough check of all the equiption to before beginning work, ensuring they're in good working condition according to manufacturing stand uts.</li> <li>Any faulty or unsafe equipment identified should a reported immediately for repairs or replacement.</li> <li>All equipment must come were operational manue, which should be followed during use to prevent misuse and deterioration that wild lead to acciden.</li> <li>Appropriate lighting analysis of provided when working in poorly lit environments to ensure good visibility.</li> <li>Additionally, porkers should ware historicately clothing to make them always visible, especially in low light anothers.</li> <li>Safe antings should be routinely conducted to educate workers about necessary precausion with bitumen sprayers.</li> <li>Only this e haviduals the have received adequate training and have demonstrated competence should a allow it to quarte the bitumen sprayer.</li> <li>Do us to encode the equipment or use it for purposes other than what it's intended for.</li> <li>Install working signs or barriers around the work area to notify others about the ongoing operation.</li> <li>Insert that emergency response procedures are in place and known by all staff in case of an accident.</li> <li>Regular maintenance and servicing of the bitumen sprayer should be conducted to ensure that it is always in good working condition.</li> <li>Always use personal protective equipment (PPE) including gloves, safety shoes, protective eyewear and face masks while operating the bitumen sprayer.</li> </ul>	1L
2. Equipment Check	Defective equipment, Inadequate training	ЗН	<ul> <li>Ensure all equipment is routinely inspected and maintained according to manufacturer's guidelines.</li> <li>Establish a system for the prompt reporting of equipment defects or malfunctions.</li> <li>Provide hands-on training on the operation, maintenance and inspection of bitumen sprayers before use.</li> <li>Equip all bitumen sprayers with safety devices such as guards, shields, and automatic shut-off capabilities where appropriate.</li> <li>Only allow trained personnel to handle and operate bitumen sprayer machine.</li> <li>Make sure workers are trained in emergency procedures should an equipment malfunction occur.</li> <li>Review and update equipment training periodically to ensure knowledge is current and comprehensive.</li> </ul>	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
			- Implement safety checks by supervising staff at regular intervals to ensure safe use of the equipment.	
			- Keep safety manuals and equipment instructions readily available to all operators for immediate reference.	
			- Use personal protective equipment (PPE) and to the task, including heat-resistant gloves, safety footwear, and high-visibility clothing.	
			<ul> <li>Always double-check that all systems are on order ely locked out during maintenance or when not in use.</li> <li>Schedule regular safety metorgs and training secons to enforce safety protocols and address any concerns.</li> </ul>	
			- Workers should be instituted to have override a disable safety features or devices on any equipment.	
			- Maintain reacted s of all instructions, a cinter side work, staff training logs and other relevant documentation proof of proactive countiment to workplace health and safety.	
			- All person all show participate in mandatory site-induction training to aid in identifying potential hazards in the vork and.	
			Work sues much be inspected regularly by a competent person, before and during the operation, to a, over my possible unidentified hazards.	
			Estable robust incident reporting system to handle reports of slips, trips, falls or other incidents on e. - Install barrier tape, signs or barricades near identified hazardous areas to prevent unauthorized individuals from entering.	
3. Site Inspection	Unidentified hazan	4A	- Make sure the worksite is free of clutter and unnecessary equipment, reducing instances of slips, trips and falls. Regular clean-ups should be organised.	2M
			- Implement non-slip work surfaces where feasible or ensure employees are wearing appropriate footwear that provides sufficient traction.	
			- Ensure adequate lighting is available at the site to ensure all areas can be seen clearly by all workers.	
			- Provide training to staff on correct lifting techniques and other safety procedures to decrease the risk of injuries.	
			- Make sure all walkways and passageways are clear and safe for pedestrians.	
			- Use signage to indicate uneven surfaces, sudden changes in floor levels, low headroom areas, or slippery surfaces.	
			- Conduct regular maintenance checks on bitumen sprayers and other equipment to ensure they're working correctly, reducing the risk of accidents due to malfunctioning machinery.	
. Setting up Machine	Incorrect setup, Moving machinery accidents	ЗН		2M





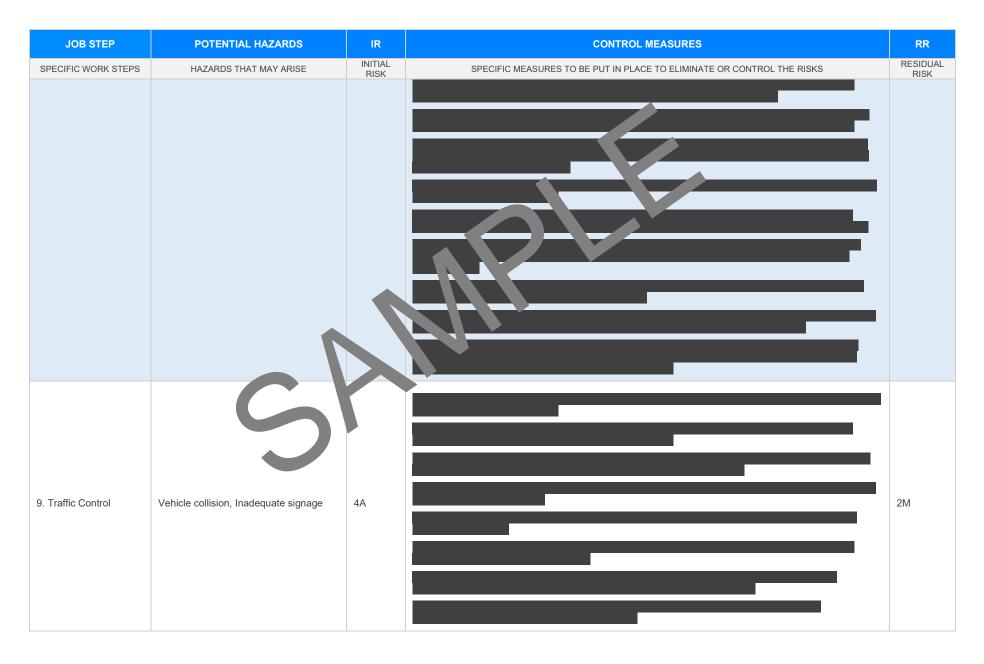




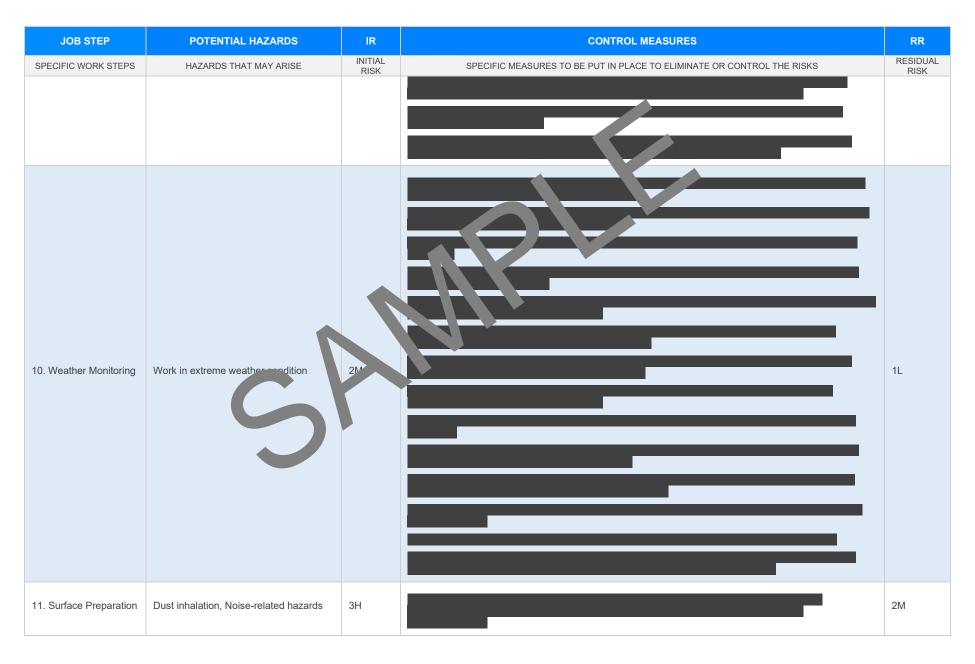


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
7. Maintenance	Equipment failure, Worker fatigue	ЗН		2M
8. Loading Bitumen	Manual lifting injuries, Thermal burns	ЗН		1L









Version 2.5

Date of Issue:



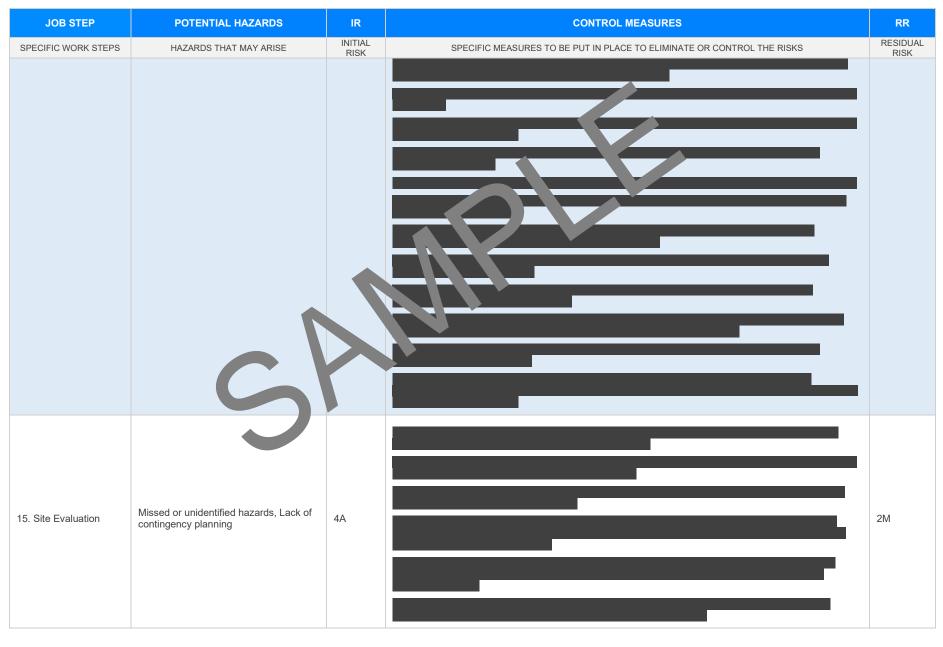




JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
13. Waste Disposal	Incorrect disposal of harmonys waste, Exposure to hazard normatewals			1L
14. Post-work Equipment Check	Defective equipment, Inadequate training	ЗH		1L

Version 2.5





Version 2.5

Date of Issue:

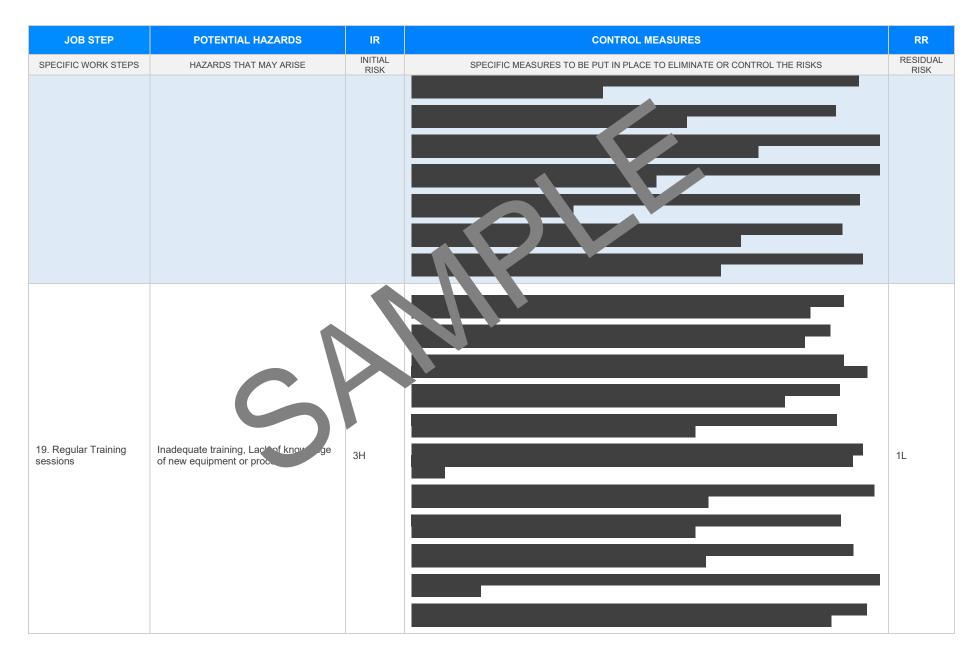


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
16. Documentation & Reporting	Incorrect information, Missed documentation	21/		1L
17. End Day Procedures	Fatigue-related accidents, Ignoring safety protocols	ЗН		2М











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
20. Refueling Bitumen Sprayer	Fire hazard, Chemical spills	4A		2M



#### **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: 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 204 Occupational Health and onfety or gulations 2017 Legis from VIC: <u>https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-opulations</u> opulations 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/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>						
<b>Northern Territory</b> Work Health and Safety (National Uniform Legislation) Act 2011 Work Health and Safety (National Uniform Legislation) Regulations 2011 Legislation NT: <u>https://worksafe.nt.gov.au/laws-and-compliance/weiplace-serv-laws</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/ferriced-resources/compliance/weiplace-serv-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		