

## Boat Building Maintenance and Repair | SAFE WORK METHOD STATEMENT (SWMS)

### TASK OR ACTIVITY: Boat Building Maintenance and Repair

Business Name:	ABN:	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 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

Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, then 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.

### NAME OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE DEVELOPMENT AND APPROVAL OF THIS SWMS

### CLIENT OR PRINCIPAL CONTRACTOR DETAILS

Client:	SCOPE OF WORKS
Project Name:	
Project Address:	
Project Manager:	
Contact Phone:	
Date SWMS supplied to Project Manager:	

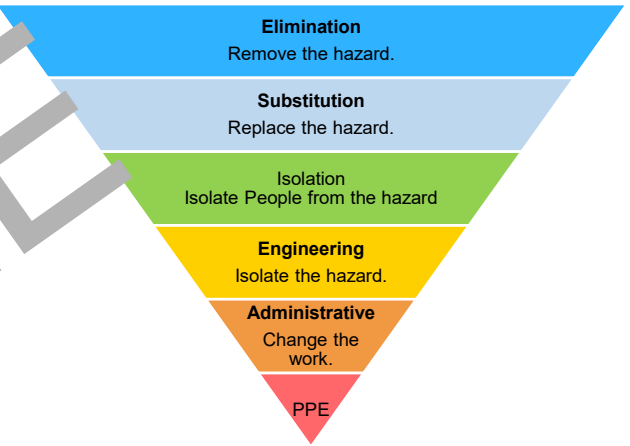
### ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT













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

### ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY

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.



PERSONAL PROTECTIVE EQUIPMENT (PPE)											
Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable).											
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 
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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
Pre-start planning and site setup	<ul style="list-style-type: none"> <li>Uncontrolled public access</li> <li>Congested work area</li> <li>Inadequate emergency access</li> <li>Poor housekeeping</li> <li>Unidentified underground or underwater services</li> <li>Incorrect plant selection</li> </ul>	3H	<ul style="list-style-type: none"> <li>Review project scope, drawings, stability data and manufacturer manuals before starting any work on the vessel or cradle</li> <li>Establish exclusion zones around the vessel with barricades and signage to prevent public and unauthorised access</li> <li>Confirm emergency access routes for ambulances and fire appliances and keep these routes clear of vehicles and materials</li> <li>Locate and mark services such as electricity, fuel lines, water and sewer using diagrams, service plans and competent persons</li> <li>Select lifting gear, scaffolds, pressure cleaners and other plant that are fit for purpose and compliant with relevant AS/NZS standards</li> <li>Develop task-specific SWMS for any High Risk Construction Work including work at heights, confined spaces, demolition and powered mobile plant</li> <li>Conduct a pre-start toolbox talk to outline daily tasks, hazards, controls, weather considerations, tide conditions and communication methods</li> <li>Assign a competent supervisor to coordinate overlapping tasks and manage interface risks between trades</li> <li>Provide spill kits, fire extinguishers and first aid equipment at clearly marked and accessible locations</li> <li>Implement a housekeeping plan to keep access ways, ladders, scaffolds and decks clear of offcuts, ropes, hoses and debris</li> <li>Verify workers hold the required High Risk Work Licences and other competencies before allocating tasks</li> <li>DO NOT allow work to commence without confirmation that emergency procedures and contacts are clearly displayed and understood</li> </ul>	2M
Vessel support and access systems	<ul style="list-style-type: none"> <li>Vessel instability on cradle</li> <li>Cradle or support failure</li> <li>Unprotected edges at height</li> <li>Falling from ladders</li> <li>Falling objects from vessel</li> <li>Slips on gangways and steps</li> </ul>	4A	<ul style="list-style-type: none"> <li>Engage a competent person to inspect and verify vessel supports, blocks and cradle are suitable for hull shape, displacement and load distribution</li> <li>Confirm stands, blocks and cradles are rated to exceed vessel weight and are used within the Working Load Limit indicated by the manufacturer</li> <li>Install secondary restraints such as chains or pins between cradle components to prevent spreading or collapse</li> <li>Install compliant access systems such as scaffold stairs, mobile scaffold towers or purpose-built gangways in preference to ladders</li> <li>Fit guardrails, midrails and toe boards to platforms and staging in accordance with relevant Australian standards for temporary edge protection</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>Secure ladders at top and bottom, set at a 4:1 ratio and extend at least 1 metre above the landing point where ladders are the only practicable option</li> <li>Position ladders and access equipment away from forklift paths, vehicle movements and craning zones to avoid impact</li> <li>Install debris mesh or kickboards on scaffolds to reduce the risk of tools and materials falling from height</li> <li>Place tool lanyards on hand tools used at height and require workers to store materials away from edge protection</li> <li>Inspect all access towers, scaffolds and ladders after setup, after modification and after severe weather, and tag them with inspection status</li> <li>DO NOT climb vessel tops, ladders, lashings or non-rated structures to gain access</li> <li>DO NOT move or adjust vessel supports or bridle components without written authorisation from the responsible engineer or supervisor</li> </ul>	
Demolition and structural removal	<ul style="list-style-type: none"> <li>Uncontrolled structural collapse</li> <li>Flying debris from cutting</li> <li>Hidden live electrical wiring</li> <li>Pressurised fluid release</li> <li>Asbestos containing materials</li> <li>Noise from cutting tools</li> </ul>	4A	<ul style="list-style-type: none"> <li>Develop a demolition plan identifying structural load paths, sequencing of component removal and temporary supports required</li> <li>Isolate, lock out and tag out all electrical, fuel, hydraulic, refrigeration and gas systems before cutting or dismantling</li> <li>Survey vessel for hazardous materials such as asbestos, lead paint and PCB-containing components using a competent assessor</li> <li>Engage licensed asbestos assessors and removalists if asbestos or ACM is identified and follow prescribed removal and disposal procedures</li> <li>Install temporary props, shores or braces before removing bulkheads, deck sections or structural members that contribute to vessel rigidity</li> <li>Use physical barriers or screens to contain debris and sparks when cutting with oxy-fuel, plasma or abrasive wheels</li> <li>Ventilate enclosed spaces mechanically when cutting or grinding to prevent accumulation of fumes and dust</li> <li>Require the use of appropriate respiratory protection, flame-resistant clothing, cut-resistant gloves and AS/NZS compliant hearing protection during demolition operations</li> <li>Collect and dispose of demolition waste, contaminated rags and offcuts in designated bins and skip bins, segregated as per waste type</li> <li>Monitor air quality in confined spaces for oxygen content, flammable vapours and toxic gases before and during hot work</li> <li>DO NOT cut, drill or grind into unknown cavities until they have been opened and inspected from a safe location</li> <li>DO NOT remove structural members without confirming that load paths are transferred to temporary supports</li> </ul>	2M

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Work in engine room and confined spaces	<ul style="list-style-type: none"> <li>• Oxygen deficient atmosphere</li> <li>• Flammable vapour accumulation</li> <li>• Heat stress in engine room</li> <li>• Restricted egress</li> <li>• Noise from running equipment</li> <li>• Manual handling in tight spaces</li> </ul>	4A	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M
Install engines and propeller shafts	<ul style="list-style-type: none"> <li>• Crushing during lifting</li> <li>• Sling failure</li> <li>• Pinch points at mounts</li> <li>• Misalignment causing vibration</li> <li>• Contact with sharp edges</li> <li>• Exposure to engine oils and fuels</li> </ul>	4A	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M

[illegible]

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
	<ul style="list-style-type: none"> <li>• Snapped rigging under tension</li> <li>• Falls from height on deck</li> <li>• Contact with overhead power lines</li> <li>• Wind-induced load swing</li> </ul>		<div>SAMPLE</div>	
Deck widening and structural modification	<ul style="list-style-type: none"> <li>• Loss of hull structural integrity</li> <li>• Unstable scaffolding on deck edges</li> <li>• Hot work fire risk</li> <li>• Exposure to fibreglass dust</li> <li>• Incorrect resin mixing</li> <li>• Falls through deck openings</li> </ul>	4A	<div>SAMPLE</div>	2M



[illegible]

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
Install and test bilge pumps	<ul style="list-style-type: none"> <li>• Electric shock from wiring</li> <li>• Unintended pump activation</li> <li>• Ingestion of contaminated water</li> <li>• Trip hazards from hoses and leads</li> <li>• Incorrect discharge routing</li> </ul>	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	1L
Install navigation and electronic equipment	<ul style="list-style-type: none"> <li>• Electric shock from DC and AC</li> <li>• Electromagnetic interference</li> <li>• Falls while routing cables aloft</li> <li>• Damage to watertight integrity</li> <li>• Exposure to soldering fumes</li> </ul>	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	1L

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 3H

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	<ul style="list-style-type: none"> <li>Burns from hot components</li> <li>Capsize during launch testing</li> <li>Manual handling of outboards</li> <li>Drowning during water trials</li> </ul>		<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	
General housekeeping and finish-up	<ul style="list-style-type: none"> <li>Slips on spills and debris</li> <li>Unsecured tools and materials</li> <li>Residual fumes in compartments</li> <li>Fire from leftover rags</li> <li>Unlabelled energised systems</li> </ul>	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	1L

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SAMPLE

## 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 IF ANY STATE IS NOT APPLICABLE

### Queensland & Australian Capital Territory

Work Health and Safety Act 2011

Work Health and Safety Regulations 2011

Legislation QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws>

Codes of Practice QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice>

Legislation ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations>

Codes of Practice ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice>

### Victoria

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2017

Legislation VIC: <https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations>

Codes of Practice VIC: <https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice>

### New South Wales

Work Health and Safety Act 2011

Work Health and Safety Regulations 2025

Legislation NSW: <https://www.safework.nsw.gov.au/legal-obligations/legislation>

Codes of Practice NSW: <https://www.safework.nsw.gov.au/resource-library/list-codes-of-practice>

### Western Australia

Work Health and Safety Act 2020

Work Health and Safety Regulations 2022

Legislation Western Australia: <https://www.commerce.wa.gov.au/worksafe/legislation>

Codes of Practice WA: <https://www.commerce.wa.gov.au/worksafe/codes-practice>

### Northern Territory

Work Health and Safety (National Uniform Legislation) Act 2011

Work Health and Safety (National Uniform Legislation) Regulation 2011

Legislation NT: <https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws>

Codes of Practice NT: <https://worksafe.nt.gov.au/facts-and-resources/codes-of-practice>

### Safe Work Australia Links

Law and Regulation (All States): <https://www.safeworkaustralia.gov.au/law-and-regulation>

Model Codes of Practice: <https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice>

### Model Codes of Practice

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

### South Australia

Work Health and Safety Act 2012 (SA)

Work Health and Safety Regulations 2012 (SA)

Legislation for SA: <https://www.safework.sa.gov.au/resources/legislation>

Codes of Practice for SA: <https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs>

### Tasmania

Work Health and Safety Act 2012

Work Health and Safety (Transitional and Consequential Provisions) Act 2012

Work Health and Safety Regulations 2012

Work Health and Safety (Transitional) Regulations 2012

Legislation for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations>

Codes of Practice for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice>

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

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

## SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

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

Worker Name	Signature	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 must be carried out in consultation with workers (including contractors and sub-contractors) who may be affected by the operation of the SWMS and their health and safety representatives who represent 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	COMMENTS
The company details have been entered, including the project name and address.	<input checked="" type="checkbox"/>	
All relevant personnel consulted during the development of the SWMS.	<input checked="" type="checkbox"/>	
Name, signature, position and date signed of the person approving the SWMS.	<input type="checkbox"/>	
Specific personnel and qualifications, experience is noted in the SWMS.	<input checked="" type="checkbox"/>	
Provides a step-by-step process of tasks required to carry out the activity or task.	<input checked="" type="checkbox"/>	
Adequate risk assessment of any identified hazards has been completed.	<input checked="" type="checkbox"/>	
Foreseeable hazards are identified and documented for each step.	<input checked="" type="checkbox"/>	
Any hazards listed in any site risk assessments have been added to the SWMS.	<input checked="" type="checkbox"/>	
SWMS initial risk (IR) column as well as residual risk (RR) column completed.	<input checked="" type="checkbox"/>	
Check control measures added to the SWMS are the most effective selected.	<input checked="" type="checkbox"/>	
Responsible person is assigned and listed on the SWMS for the implementation of control measures.	<input checked="" type="checkbox"/>	
Permit or licenses requirements specified, such as Hot Work, Electrical Work, Work at Heights etc.	<input checked="" type="checkbox"/>	
SWMS identifies plant and equipment to be used.	<input checked="" type="checkbox"/>	
Details of inspection checks required for any equipment listed and noted on the SWMS.	<input checked="" type="checkbox"/>	
Describes any mandatory qualifications, experience, training or skills required to perform the work.	<input checked="" type="checkbox"/>	
Applicable personal protective equipment is selected on the SWMS.	<input checked="" type="checkbox"/>	
Reflects and documents any legislative references and/or Australian Standards.	<input checked="" type="checkbox"/>	
Identifies any hazardous substances used with specific control measures in line with any SDS.	<input checked="" type="checkbox"/>	
<b>REVIEWED BY</b>		<b>DATE REVIEWED</b>
<b>SIGNATURE</b>		<b>DATE COMPLETED</b>