Brick Wallbank Press SAFE WORK METHOD STATEMENT (SWMS)									
TAS	K OR ACTIVITY: Brick Wallbank I	Press							
Business Name:		ABN:	SWMS#						
Business Address:									
Contact Person:	Phone:	E ail:							
THIS SAFE WORK METHOD	STATEMENT IS APPROVED BY								
THIS SAFE WORK METHOD STATEMENT IS APPRO' 'D BY THE PC. 'OF TP' ROJECT Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or under the group of (PC V) is required to enjure 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	ppliance 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 PHAVE THE FOLLOWING COMMUNICATED	NAME 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 companies 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 added by 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	000DF			HEIRARCHY OF CONTROLS			
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE	SCORE	SCORE	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_NAL TECTIVE EQUIPMENT (PPE) Select the appropriate PPL about suitable or 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, trips and falls, Back injury from lifting heavy objects	2М	 Ensure all workers undergo appropriate training on proper manual handling techniques to minimise the risk of back injuries when lifting heavy objet. Prioritise housekeeping by regularly assessite the aleaning the work area to remove any debris, spills, or obstacles that may cause slips, trips or falls. Clearly mark any wet, slipped nor uneven surface with toward signs or barricades to alert workers of potential hazards. Provide workers with ade date per onal protective equipment (PPE) such as non-slip footwear, gloves, and back superit belts to reminise the tisk of outry during the preparation stage. Implement a term lift trainferment for twessively heavy objects to distribute the weight and reduce the strainfer undivide the weight of tatigue-related accidents and injuries. Sche tile equilar to tak for workers during the preparation phase to allow them to rest and avoid overext ion which can be at rolleys or pallet jacks, for moving heavier items whenever possible to minipise the reliable on manual lifting and reduce the risk of injury. Ensure reliable on an anual lifting and reduce the risk of injury. Ensure the work area are clearly marked and unobstructed to promote safe movement and fuce the possibility of trips, slips, or falls. Divelop an emergency response plan that outlines actions to be taken in case of accidents or injuries related to slips, trips, falls, or back injuries, and communicate this plan to all workers. Conduct regular safety meetings with workers to review current work practices, address concerns, and identify opportunities for improvements in relation to the identified hazards in the preparation stage. Regularly inspect and maintain tools and equipment used in the preparation phase to ensure that they are in good working condition, free of defects, and suitable for the tasks at hand. Encourage open communication among workers, supervisors, and management regarding any observed hazar	1L
2. Material Handling	Forklift accidents, falling materials 3H - Provision and strict enforcement of wearing appropriate personal protective equipment hard hats, steel-toe boots, gloves, and high-visibility vests when handling materials in the operation areas. - Designated walkways and no-go zones to separate areas where material handling and take place from pedestrian traffic.		 Provision and strict enforcement of wearing appropriate personal protective equipment (PPE) such as hard hats, steel-toe boots, gloves, and high-visibility vests when handling materials in the vicinity of forklift operation areas. Designated walkways and no-go zones to separate areas where material handling and forklift operations take place from pedestrian traffic. Adequate training and certification for all forklift operators to ensure familiarity with best practices, proper 	2M

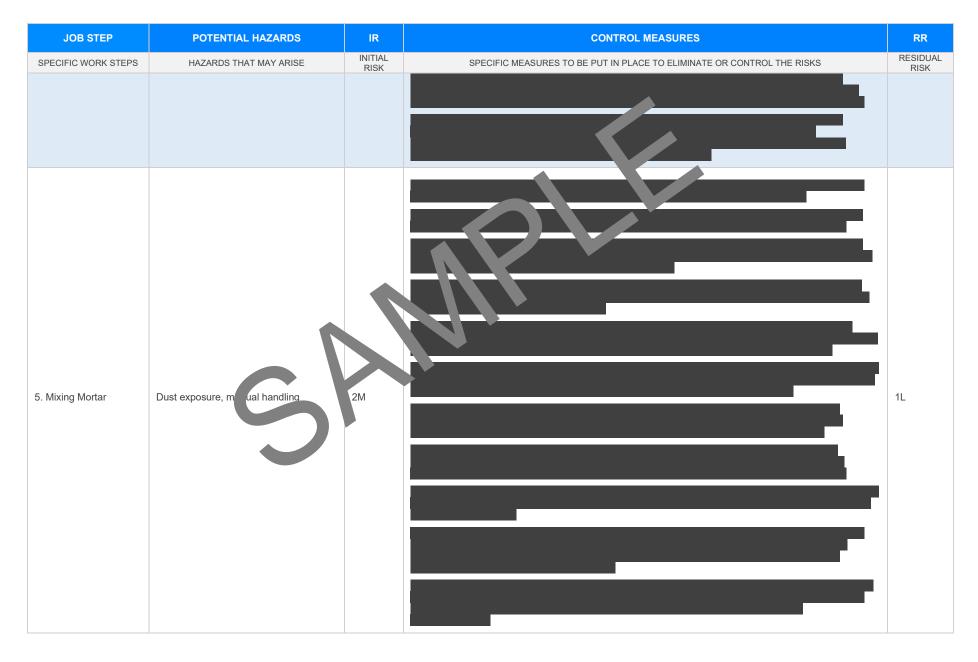


JOB STEP	POTENTIAL HAZARDS		CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			 Safety signage, warnings, and barricades around the areas where heavy materials may fall due to mishandling or accident, ensuring adequate distance is maintained between personnel not involved in the task. Establishment of clear communication protocon detween workers involved in material handling, forklift operators, and on-site supervisors to coordinate movement and placement of materials safely. Maintenance of a clean and organised work te by choving debris and other potential obstacles to prevent accidents involving forklifts or falling materials. Properly stacking and secure a loads on pallets, poiding or poading or uneven loads, and using appropriate restraints to keep therials in place during the port and handling. Strict adherence motion of the load according to recommended guidelines on forklift capacity and weight limitatie. Implementation of a budde system of material handling the forklift operator during tight turns or difficuentance or strict and/or back-up cameras on forklifts to improve situational awareness while operating the machine v. Planning and schedung material handling tasks during off-peak hours or when fewer personnel are assent to the verksite to minimise exposure to hazards. Perculic eviews of safety procedures and control measures to identify and rectify potential weak points, and to purche a culture of continuous improvement regarding workplace health and safety. 	
3. Setting Out	Manual handling injuries, exposure to harmful substances	2М	 Provide proper Manual Handling training: Ensure that workers are trained on the correct lifting and handling techniques to minimise the risk of injuries. This training should be provided before they commence work and refreshed at regular intervals. Mechanical aids: Provide mechanical aids, such as trolleys, wheelbarrows, or hoists for transporting heavy or awkward materials, to reduce the burden on workers and mitigate manual handling risks. Regular breaks and rotation of tasks: Encourage workers to take short breaks at regular intervals, and rotate tasks among team members to ensure equal distribution of workload, reducing physical strain and the likelihood of developing musculoskeletal disorders. Personal Protective Equipment (PPE): Ensure that workers wear appropriate PPE, such as gloves and safety shoes with slip-resistant soles, to protect against potential hazards arising from handling materials and exposure to harmful substances. Hazardous substance identification and substitution: Conduct proper hazard assessments to identify any potentially harmful substances in use, and wherever possible, substitute them with safer alternatives. Adequate ventilation: Implement proper ventilation measures to prevent the buildup of dust, fumes, or dangerous gases during the setting out process, thus minimising the risk of inhalation by workers. Material Safety Data Sheets (MSDS): Ensure that MSDS for all the chemicals involved in the construction process are readily available on site for reference, helping workers understand their potential risks and the necessary precautions they need to take. 	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
			- Spill containment and clean-up: Have spill containment kits readily accessible on-site to manage spills if they occur, and provide training to workers on how to conduct clean-up procedures safely and efficiently.	
			- Proper storage of materials: Store hazardous submarces and materials in designated areas with clear signage, secured from unauthorised access, to main the possibility of accidental exposure.	
			- Inspection and maintenance of equipment, segularly inclusion and maintain all equipment used in the setting out process to ensure that they are included with an g condition and safe to use, minimising the risk of accidents.	
			- Encourage communications of reporting of haz, us: Foster culture where workers feel comfortable reporting potential hazards to be in supervisors, ensured a resolved promptly and further enhancing workplacementy.	
4. Laying Bricks	Falling from height, comhalation	ЗH		1L

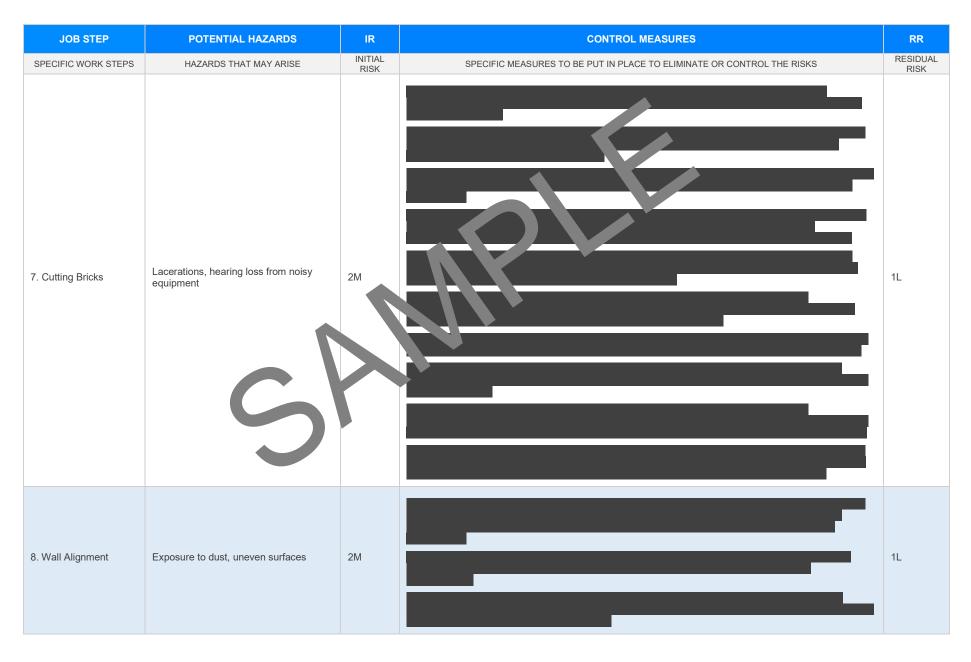






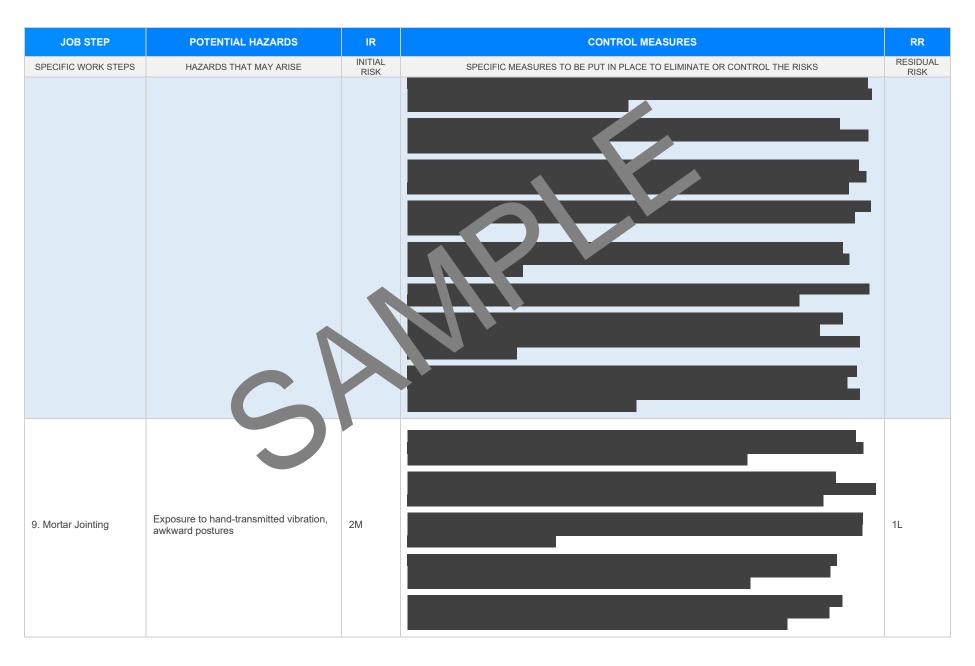
JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
6. Scaffold Installation	Scaffolding collapse, falling objects			2M





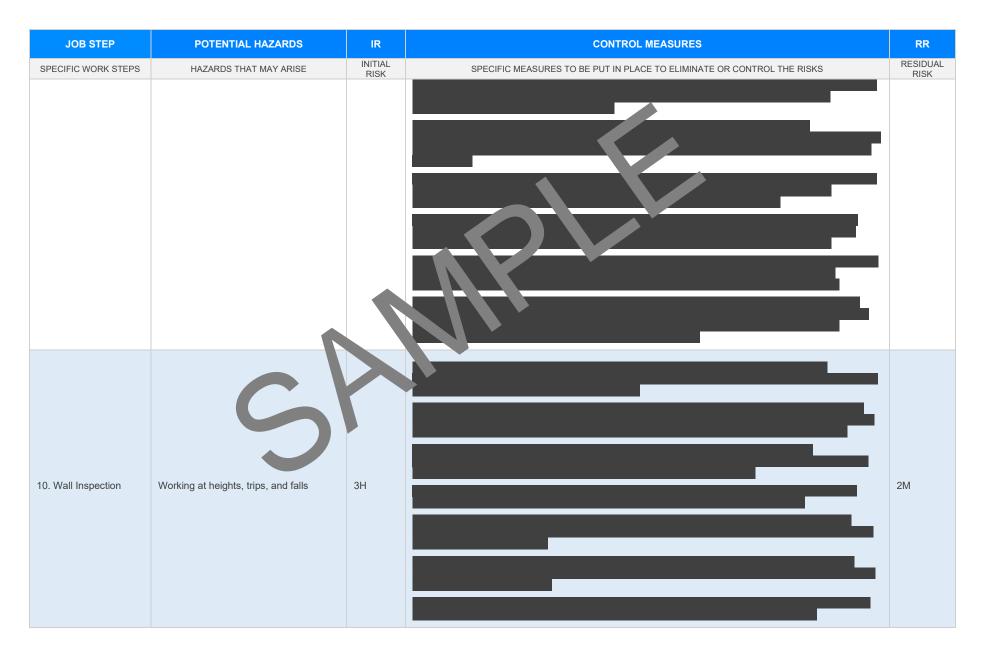
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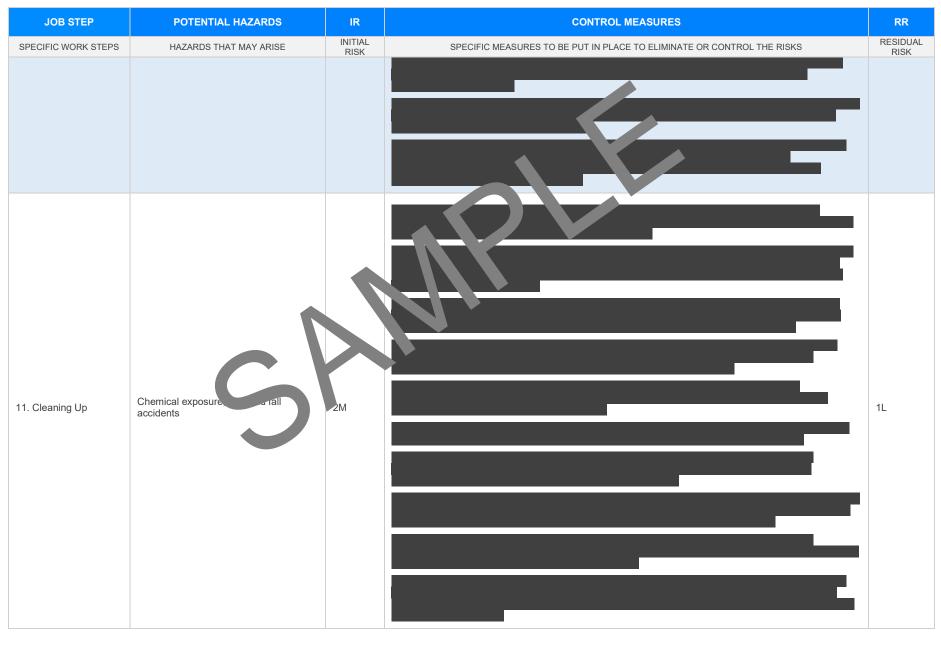


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JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
12. Demobilization	Equipment damage, vehicular accidents	ЗН		2М









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 DANY STATE DAT 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- oular</u> or the one of the state of the sta
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/legislative Codes of Practice NSW: https://www.safework.nsw.gov.au/legal-obligations/legislative	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-sector-laws</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/laws-and-compliance/weiplace-sector-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- 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>	 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
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	 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
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.	 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 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 CO	MPLETED