Chemicals - Spills and L	eaks SAFE WORK METH	OD STATEMENT (SWMS)	
TASK O	R ACTIVITY: Chemicals - Spills a	nd Leaks	
Business Name:		ABN:	SWMS#
Business Address:			
Contact Person:	Phone:	E fil:	
THIS SAFE WORK METHOD	STATEMENT IS APPRO		
Under the Work Health and Safety Regulation (WHS Regulation), a person conduct the proposed work starts.	cting a business or under the (PC - U is	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 a	poliance 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 PHAVE 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 ed in according with a gislative requirements to first identify any site hazards, such to compare those hazards and then to further take steps to either eliminate or contained hazard.			
If an incident or a near miss occurs, all work must stop an ately. 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.	
Total LOW LOW MODERATE HIGH HIGH LOW kaprecords Isolate the flazaid. Iotes on Hierarchy of Controls: Elimination methods are the most effective and preferre even converting a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the travelet effective, while Administrative controls by changing the work is the fourth most effective method. PPE (Personal Protective Equ ment). The least effective Administrative Change the work. PPE PPE PPE PPE PPE PPE									

						TIVE EQUIPM					
		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	Slippery surfaces, Improper storage of chemicals	2М	 Conduct a thorough risk assessment of the usea and work site prior to beginning any tasks involving chemicals, identifying potential hazards and reas promouspills or leaks. Ensure that all workers are trained in chemic an owing, storage, and emergency response procedures relevant to the specific substances they will be varing with. Utilise appropriate personal potentials, and protocole clothing. Display clear anage in a work wa indication the presence of hazardous chemicals along with the appropriate neard symbolic ind war. Mainton an une-data distribution of the clothers. Orga was upper some some solutions for chemicals, including secondary containment systems and spill kits, ensuring that no outper stores of damage, leaks, or wear. Staburg estimated pathways and walkways within the work area to segregate foot traffic from areas have chemical spills and leaks could occur, using physical barriers or high-visibility markings when numbers and well-lit, promptly cleaning up any spills or leaks to prevent slip and fall accidents on slippery surfaces. Develop and enforce strict protocols for the handling, transport, and disposal of chemicals, including procedures for dealing with spills, leaks, or other emergencies. Ensure that emergency facilities, such as eyewash stations and showers, are installed in close proximity to the work area and are regularly inspected and maintained. Provide ongoing communication and training for workers on hazard recognition, reporting, and response procedures related to chemical spills and leaks. 	1L
2. Site inspection	Inadequate containment systems, Flammable materials	3Н	 Conduct a thorough site inspection before starting any work to identify potential hazards related to chemical spills and leaks, including inadequate containment systems and the presence of flammable materials. Ensure that all chemical storage areas are equipped with appropriate containment systems such as bunding walls, spill pallets, or other devices designed to capture and contain any leaked substances. Regularly inspect and maintain containment systems to address any signs of wear, tear, or damage that could result in a loss of containment in the event of a spill or leak. 	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	
			- Clearly label all containers and storage areas with the types of chemicals stored within, including their respective hazard classifications, to ensure proper handling practices are followed.		
			- Establish designated secondary containment are nor chemical transfer operations to minimise the risk of accidental spills or leaks reaching vulnerable weas onsite, such as drainage systems or environmentally sensitive zones.		
			- Implement effective inventory management, actice the reduce the accumulation of excess or expired chemicals on site, which can contribute to an increase in flammable and hazardous material risks.		
			- Enforce the use of appropriate personal protective equipment (PPE) for all workers handling chemicals, such as gloves, safety goggles, and chemical-resistent of range, to minimise exposure risks in the event of a spill or leak.		
			- Train all personal in prophanol and storage and disposal procedures for chemicals, emphasising the importance of voiding spill and lear, and sponding quickly if they occur.		
			- Device and herein an emergency, esponse plan detailing actions to be taken by staff in the event of a case cal spin cheak, including steps to contain the incident, notify relevant authorities, and carry out clean-opercesses		
			- Regularly receive and endate the Safe Work Method Statement (SWMS) to ensure it reflects current industry less provides and evolving legislation in regards to chemical management, spill prevention, and we kplace health and safety requirements.		
			Proper pursonal protective equipment (PPE): Ensure workers wear appropriate PPE such as safety guales, gloves, long-sleeved clothing, and masks to protect themselves from splashing or exposure to havardous substances.		
	C		- Training and awareness: Provide regular training to workers handling chemicals to ensure they understand the potential hazards and know how to handle containers properly to minimise the risk of spills and leaks.		
			- Proper handling tools: Use appropriate tools, such as bucket openers or drum wrenches to open containers safely and prevent accidental spills or leaks.		
3. Opening containers	Splashing of chemicals, Expose to hazardous substances	3Н	- Use spill trays: Place containers on spill trays or containment pallets to catch any leaks or spills during the opening process.	1L	
			- Evaluate container integrity: Inspect containers for damage or signs of leakage before opening, and report any concerns to a supervisor immediately.	d	
			- Ventilate the area: Ensure proper ventilation in the working area to reduce the risk of harmful fume exposure.		
			- Follow standard operating procedures (SOPs): Clearly outline the approved methods for opening containers and handling chemicals to avoid accidents or inconsistent processes.		
			- Environmental factors: Consider environmental factors, such as humidity, temperature, or surface conditions during the opening process, as these may affect the properties of the chemicals and their stability in the containers.		

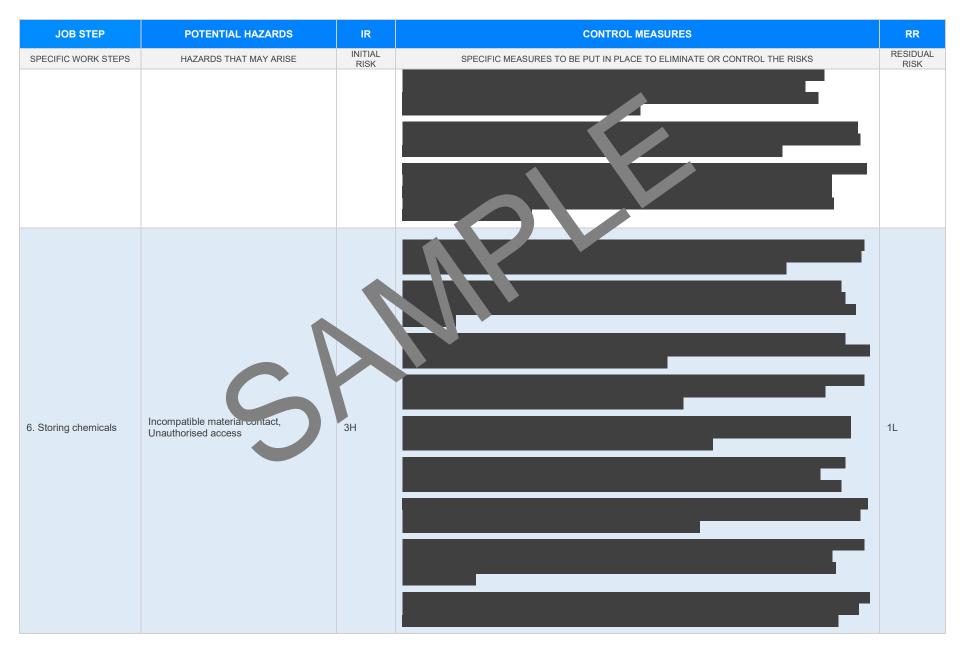


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			- Material Safety Data Sheets (MSDS): Have a copy of MSDS readily available for all chemicals being used, so that accurate information about the substances, their hazards, and proper handling procedures can be quickly accessed by employees.	
			- Slow opening techniques: Gradually open commer lids to prevent excessive pressure build-up, which may cause the chemicals to splash or spra	
			- Two-person opening technique: Implement, wo-person system for opening larger or heavier containers, ensuring that one person supports are intainer while the other opens it carefully to minimise the risk of spills or leaks.	
			 Spill response plan: Developend implement a clear spill sponse plan to address any accidental chemical leaks or spill spin to opening process, handing training employees on the correct actions to take. Emergency, rewash status and subject were: Install and maintain emergency eyewash stations and 	
			 Emergency, rewash stations and sinty structers: Install and maintain emergency eyewash stations and safety howers, parby for dick access to ase of accidents. Reg. an spectrum and maintenance: Schedule routine inspections and maintenance tasks to assess contain in a rage an handling procedures, ensuring that all practices contribute to a safe working environment. 	
4. Mixing chemicals	Reaction hazards, Fume exposure	2M		1L

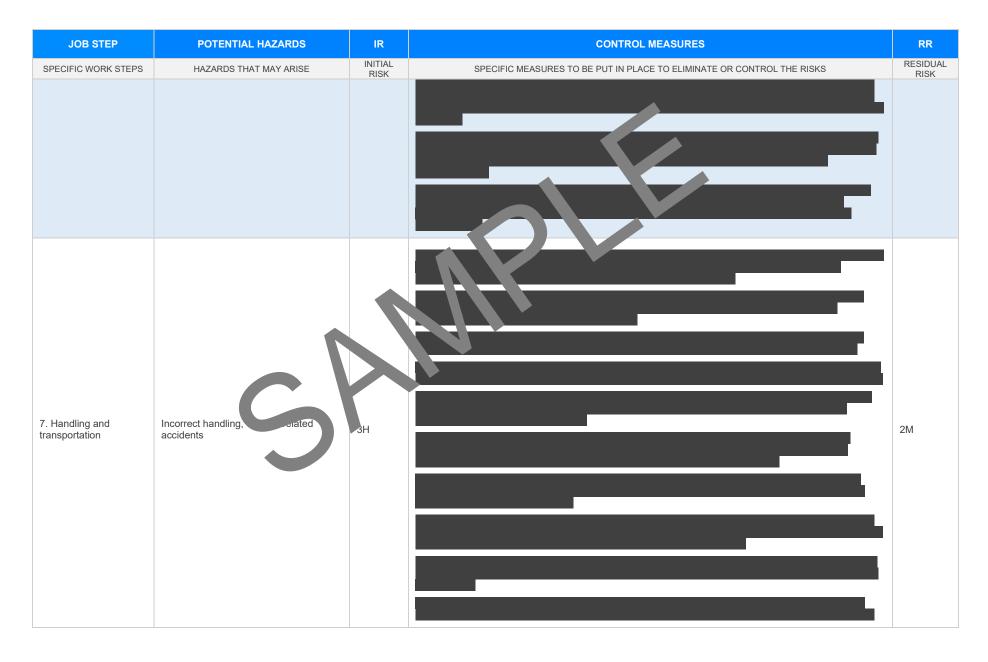




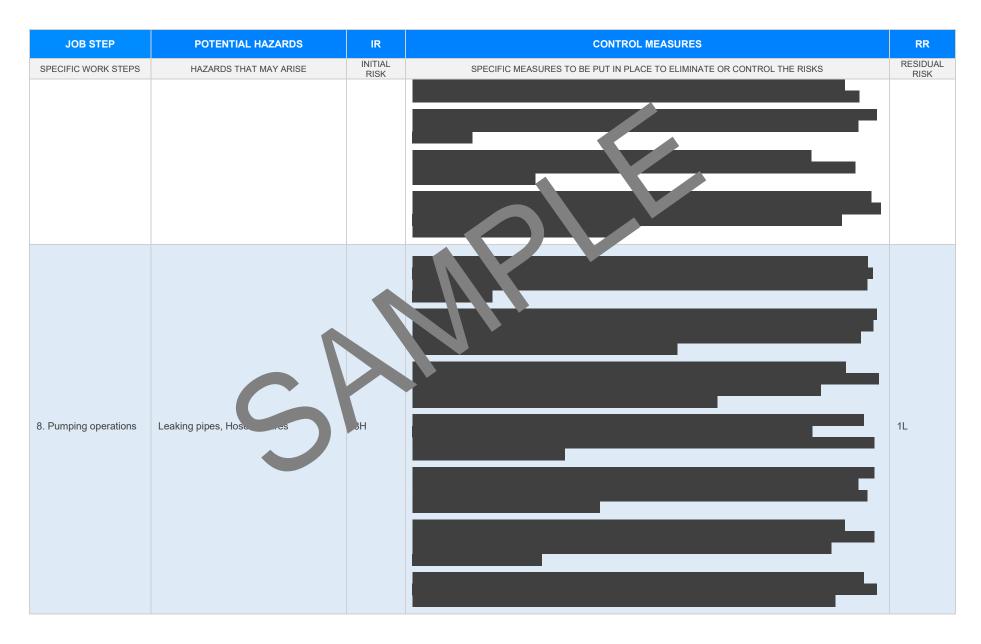




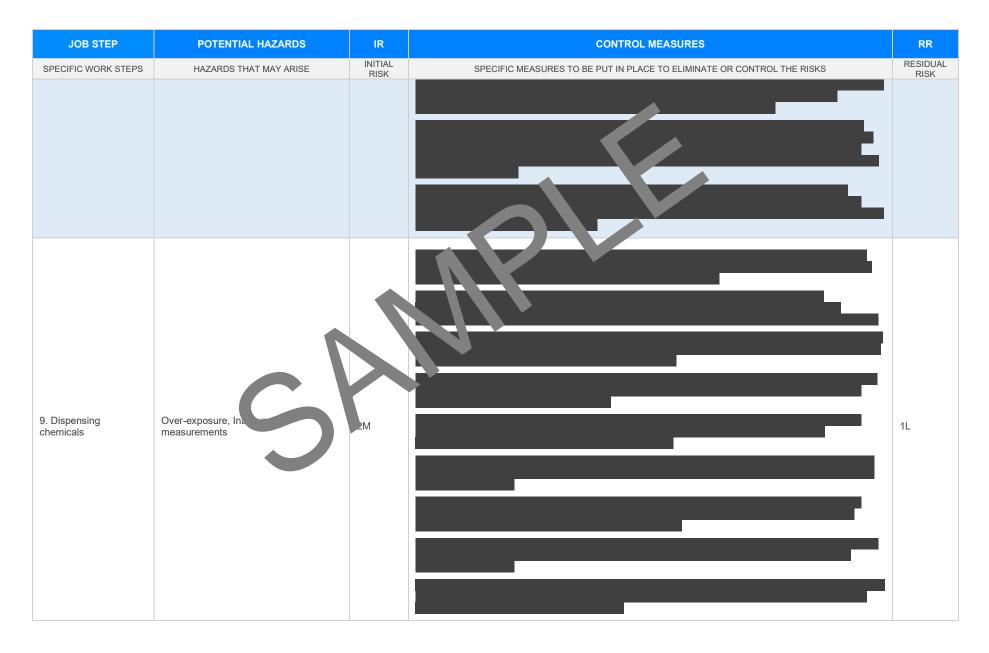




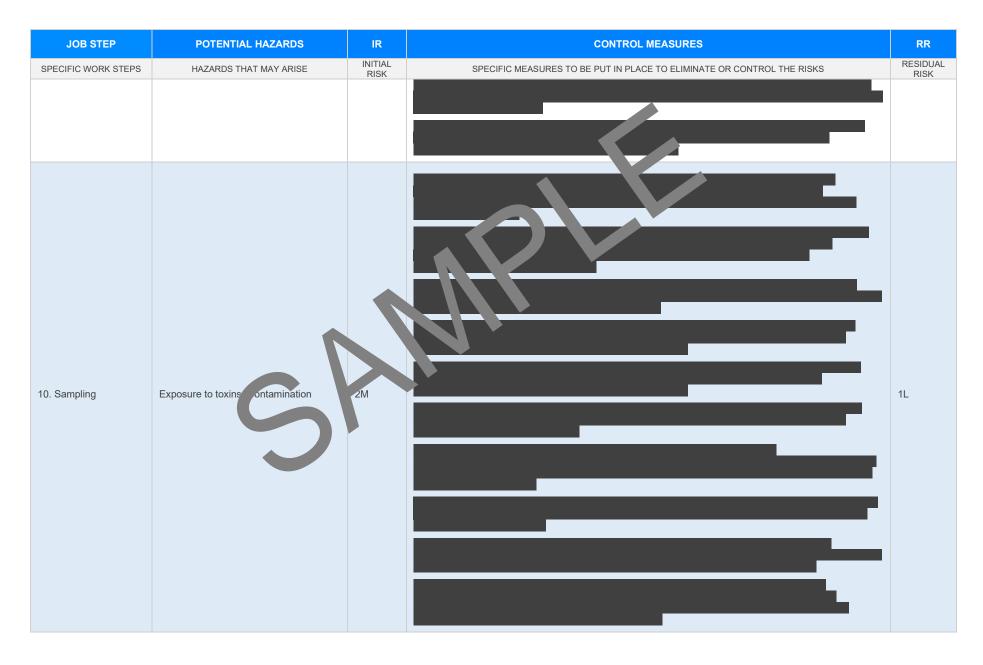








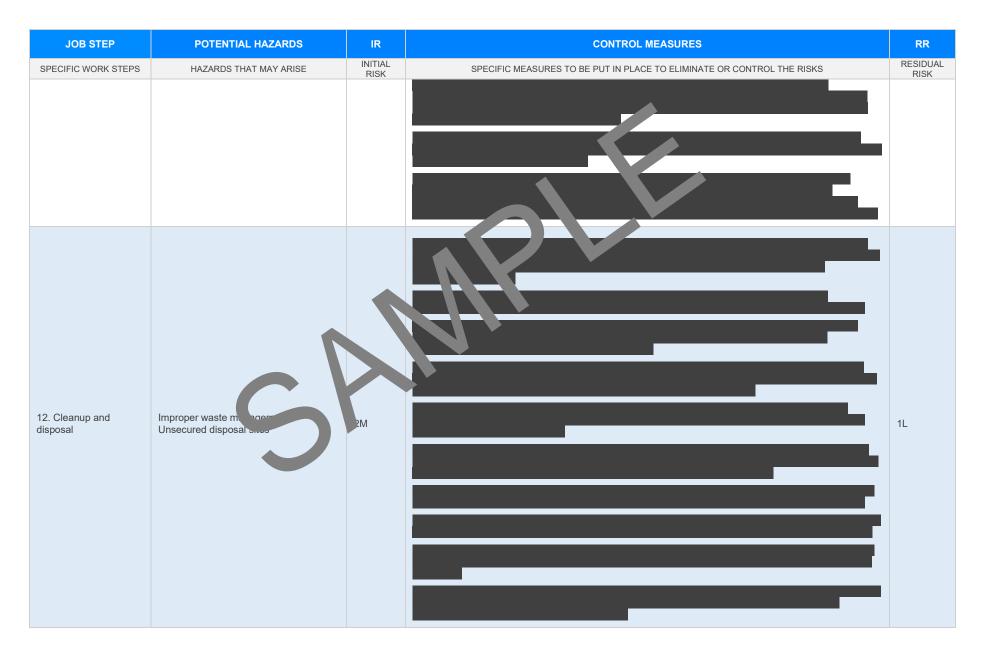














JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR			
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK			



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							
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/acts-and-regulations</u> Codes of Practice ACT: <u>https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice</u>	Victoria Octopational Health an Safety Act work Octopational Health and a fetver egulations 2017 Legistron VIC: <u>https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and- gulatures</u> Codes of mactice VIC <u>arttps://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: https://www.safework.nsw.gov.au/legal-obligations/legislatic Codes of Practice NSW: https://www.safework.nsw.gov.au/legal-obligations/legislatic	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/workplace-servelaws</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/formations/d-resources/compliance/workplace-servelaws</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> Tasmania	 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 						
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: <u>https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations</u> Codes of Practice for TAS: <u>https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice</u>	 First ald 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

The SWMS must be reviewed regularly to make sure it remains fective revised if necessary) if relevant control measures are revised. The consultation with workers (including contractors htractors of the SWMS and their health and safety representatives who represented that work group at the workplace.

d must reviewed (and view n should be carried out in hav be sted by the operation

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 selections	\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 reproduction 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.	\square	
Reflects and documents any legislative references and/or Australian Standards.	\square	
Identifies any hazardous substances used with specific control measures in line with any SDS.	\boxtimes	
REVIEWED BY	DATE REV	/IEWED
SIGNATURE	DATE COM	PLETED