Cleaning Up Installation Debris   SAFE WORK METHOD STATEMENT (SWMS)							
TASK OR	ACTIVITY: Cleaning Up Installat	ion Debris					
Business Name:		ABN:	SWMS#				
Business Address:							
Contact Person:	Phone:	E ail:					
THIS SAFE WORK METHOD	STATEMENT IS APPROVID BY						
THIS SAFE WORK METHOD STATEMENT IS APPRO: O 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 enume 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 MAN HAVE THE FOLLOWING COMMUNICATED	NALE OF ALL RELEVANT PERSONN 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, such to compare hicas those hazards and then to further take steps to either eliminate or contineach 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.	

	PERS_VAL TECTIVE EQUIPMENT (PPE) Select the appropriate PPL above suitably for 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										



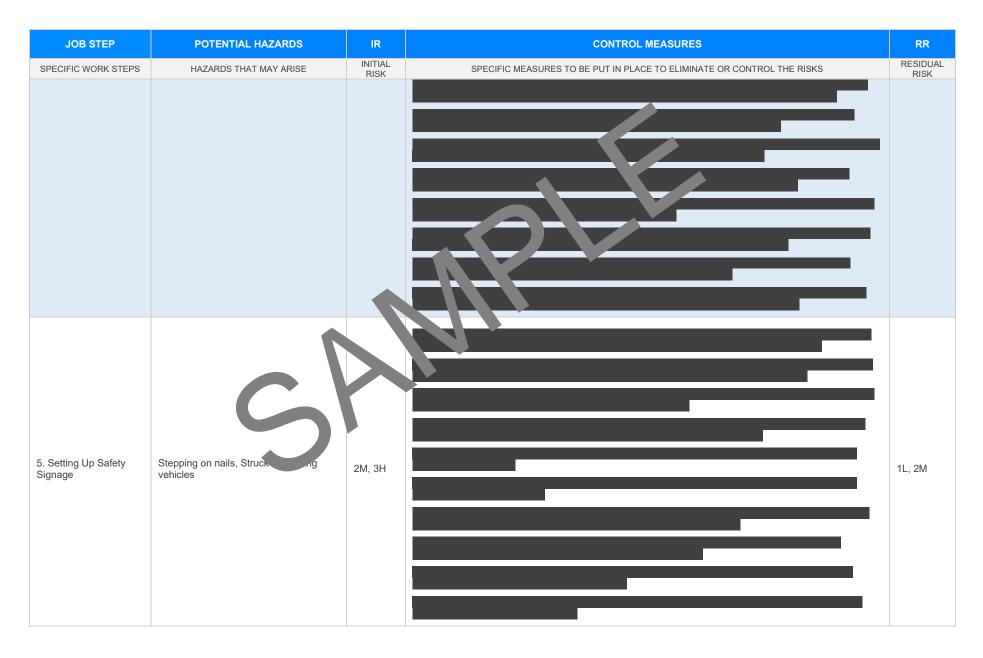
JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Preparation	Tripping over materials, Minor cuts from rough materials	2M, 2M	<ul> <li>Conduct a site assessment prior to communement to identify potential tripping hazards and rough material placement.</li> <li>Provide appropriate training for workers on reactioning and managing tripping and minor cut hazards during the preparation phase.</li> <li>Ensure all workers wear appurpriate personal productive durpment (PPE), such as gloves with cutresistant properties are to afety builts with ankle support.</li> <li>Implement a horsekeepin polan to eep work class tidy and organised, minimising unnecessary clutter that could leave or trips or or cl.</li> <li>Cleartemark with deline the designated calkways and work zones using high-visibility tape or barriers.</li> <li>Regr a inspective of an anterials for sharp edges or splinters; smooth or cover any identified rough spots.</li> <li>Allocal subment lighting in working areas to improve visibility and reduce the likelihood of trips or sciedents control with sharp objects.</li> <li>Us using the or allert workers and visitors of areas where tripping hazards are prevalent.</li> <li>Stablish clear communication protocols among team members to report any immediate hazards and entire swift action is taken.</li> <li>Secure loose materials with ties or clamps when not in use to prevent them from becoming trip hazards.</li> <li>Position bins and disposal units nearby to encourage regular disposal of debris and waste materials.</li> <li>Encourage a culture of safety mindfulness, reminding staff to look out for potential hazards and to assist each other in maintaining a safe work environment.</li> <li>Schedule regular safety audits by supervisors during the preparation stage to ensure all procedures and controls are being followed correctly.</li> </ul>	1L,1L
2. Assess Site	Inappropriate manual handling, Exposure to hazardous substances	3H, 2M	<ul> <li>Conduct a pre-start hazard assessment to identify potential risks associated with manual handling and hazardous substances.</li> <li>Provide training for workers on correct manual handling techniques to minimise the risk of injury.</li> <li>Use mechanical aids such as trolleys or lifting equipment to reduce manual handling tasks.</li> <li>Ensure personal protective equipment (PPE) such as gloves, masks, and eye protection are available and worn when handling hazardous substances.</li> <li>Implement safe work procedures for handling and disposing of hazardous materials.</li> <li>Store hazardous substances in appropriately labelled containers to prevent accidental exposure.</li> <li>Maintain good housekeeping practices to keep walkways clear and reduce tripping hazards.</li> </ul>	2M, 1L



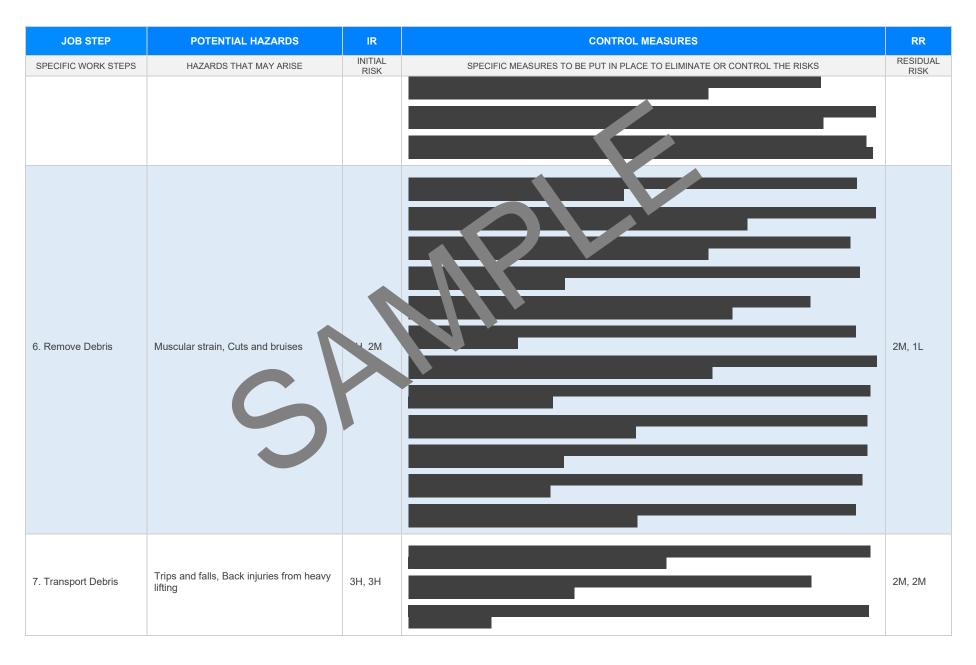
JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			<ul> <li>Provide appropriate ventilation in areas where hazardous substances are present to minimise inhalation risks.</li> <li>Encourage team lifting for heavy items that cannot be moved mechanically.</li> <li>Use spill containment measures like absorb containmeterials or spill kits to manage any leaks or spills of hazardous substances.</li> <li>Regularly review and update safety data sheet (2000) for all hazardous substances on site.</li> <li>Rotate tasks among worker to reduce fatigue and the potent form manual handling injuries.</li> </ul>	
			- Monitor the health of workers too may be exposed to be ardous substances as part of routine medical surveillance.     - Conduct a surjinspection widentify and new potential tripping hazards before starting the clean-up process.	
3. Setup Work Area	Tripping hazards, Frieng objects	.п, ЗН	<ul> <li>procet</li> <li>Ensus a tworke usear appropriate personal protective equipment, including hard hats and safety shoest by tect ag uset falling objects.</li> <li>Use high-visuality taple r signs to clearly demarcate areas with uneven surfaces or potential trip azards</li> <li>Koo ways and access points clear from debris at all times to prevent trips and falls.</li> <li>Secure by loose tools or materials that could present tripping or falling hazards using ropes or netting user necessary.</li> <li>Implement exclusion zones around areas where debris is likely to fall during installation activities.</li> <li>Provide adequate lighting in the work area to ensure all potential hazards are visible, especially in low-light conditions.</li> <li>Utilise barriers or guards to block off areas where falling objects might pose a risk to workers below.</li> <li>Regularly remove cleared debris from the work area to designated disposal sites to minimise accumulation on-site.</li> <li>Train workers on proper lifting techniques and safe debris handling to mitigate risks of tripping and strain injuries.</li> <li>Assign a spotter to monitor for unsafe conditions and communicate with workers about moving hazards in real-time.</li> <li>Schedule regular breaks for workers to maintain awareness and reduce fatigue, which can increase the likelihood of accidents.</li> </ul>	2M, 1L
4. Select Tools	Wrong selection of tools, Hand injuries	2M, 3H		1L, 2M

Version 2.5



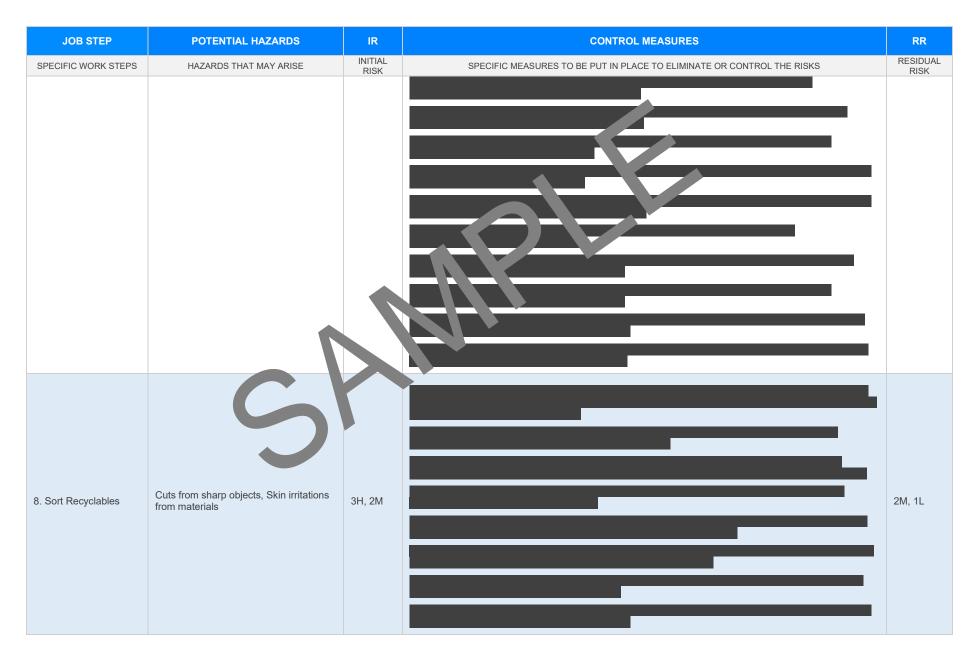




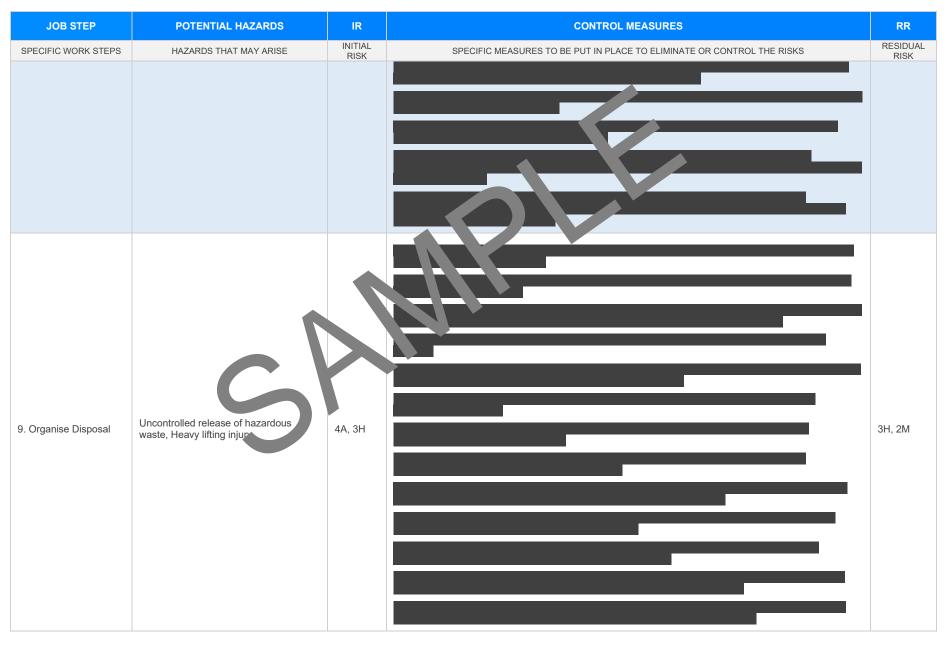


Date of Issue:









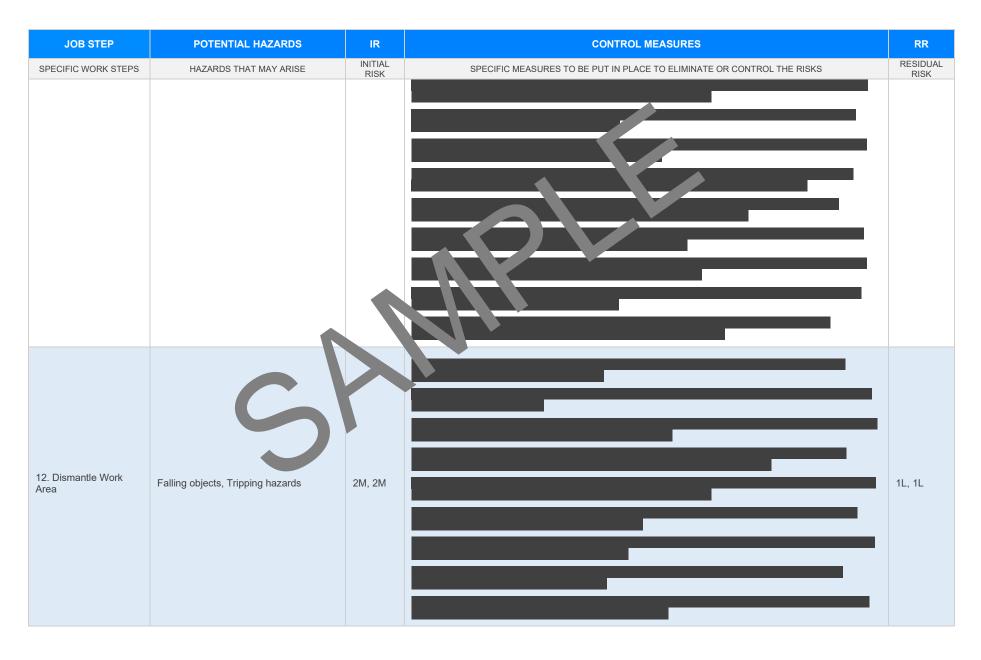


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
10. Final Site Check	Missed hazardous debris, Uneven ground causing trips	2M, 3H		1L, 2M
11. Verify Clearance	Allergens in the air, Eye injuries from dust or particles	2M, 3H		1L, 2M

Version 2.5

Review #



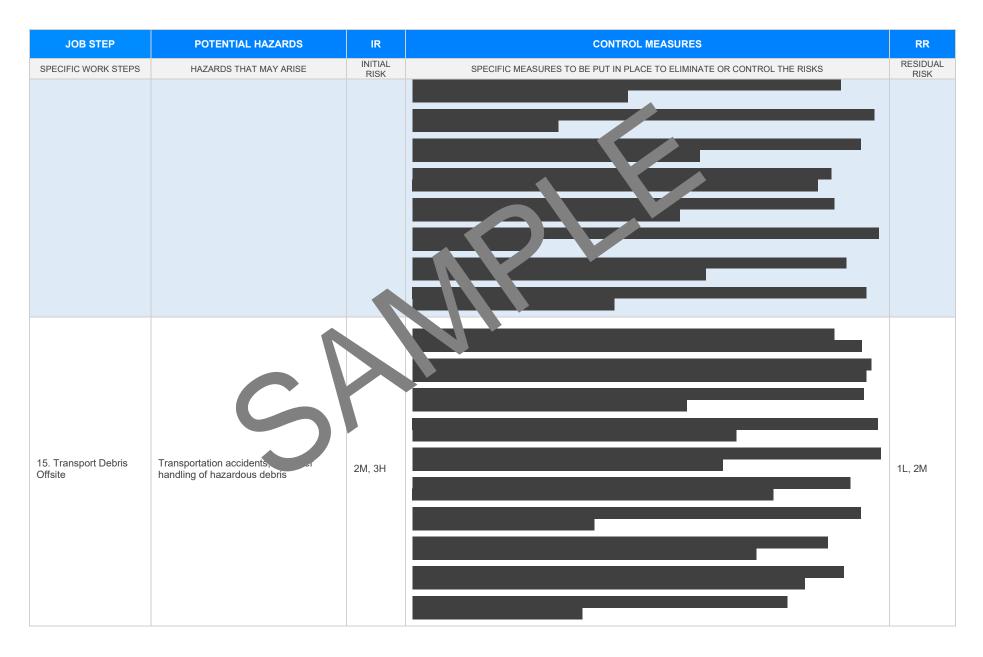




JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
13. Pack Up Tools	Hand injuries, Misplacing tools leading to lost or damaged property	2M, 1		1L, 1L
14. Remove Signage	Traffic accidents, Tripping over signage hardware	2M, 3H		1L, 2M

Version 2.5







JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
16. Validate Completion	Falls from improper use of ladders, Exposure to leftover harmful materials	3H, 2M		2M, 1L
17. Record Completion	Lost data or wrongly recorded information, Electric shock from faulty equipment	2M, 2M		<ul> <li>1L, 1L</li> </ul>







JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
9. Return Tools	POTENTIAL HAZARDS HAZARDS THAT MAY ARISE	IR INITIAL RISK 2M	CONTROL MEASURES SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAI RISK
20. Review Safety /leasures	Overlooking key safety measures, Incorrect documentation	2M, 2M		1L, 1L
sion 2.5	Authorised by		Review # Date of Issue: Review Date:	







#### **EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES**

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

LEGISLATIVE REF	ERENCES					
RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES ANY STATE AT ARE NOT APPLICABLE						
Queensland & Australian Capital Territory Work Health and Safety Act 2011 Work Health and Safety Regulations 2011 Legislation QLD: <u>https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws</u> Codes of Practice QLD: <u>https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice</u> Legislation ACT: <u>https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice</u> Codes of Practice ACT: <u>https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice</u>	Victoria Occupational Health au Safety Act and 4 Occupational Health and a fety or gulations 2017 Legistron VIC: <u>https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and- gulations</u> of thes on mactice VIC <u>extps://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice</u>					
New South Wales         Work Health and Safety Act 2011         Work Health and Safety Regulations 2017         Legislation NSW: <a href="https://www.safework.nsw.gov.au/legal-obligations/legislati-codes">https://www.safework.nsw.gov.au/legal-obligations/legislati-codes</a> codes of Practice NSW: <a href="https://www.safework.nsw.gov.au/resource-library/lis">https://www.safework.nsw.gov.au/legal-obligations/legislati-codes</a> codes of Practice NSW: <a href="https://www.safework.nsw.gov.au/resource-library/lis">https://www.safework.nsw.gov.au/legal-obligations/legislati-codes</a> codes of Practice NSW: <a href="https://www.safework.nsw.gov.au/resource-library/lis">https://www.safework.nsw.gov.au/resource-library/lis</a> <a acts-and-regulations"="" href="https://www.safework.nsw.gov.gov.gov.gov.gov.gov.gov.gov.gov.gov&lt;/td&gt;&lt;td&gt;Western Australia&lt;br&gt;Work Health and Safety Act 2020&lt;br&gt;Work Health and Safety Regulations 2022&lt;br&gt;Legislation Western Australia: &lt;u&gt;https://www.commerce.wa.gov.au/worksafe/legislation&lt;/u&gt;&lt;br&gt;Codes of Practice WA: &lt;u&gt;https://www.commerce.wa.gov.au/worksafe/codes-practice&lt;/u&gt;&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;Northern Territory&lt;br&gt;Work Health and Safety (National Uniform Legislation) Act 2011&lt;br&gt;Work Health and Safety (National Uniform Legislation) Regulation 2011&lt;br&gt;Legislation NT: &lt;u&gt;https://worksafe.nt.gov.au/laws-and-compliance/weiplace-serv-laws&lt;/u&gt;&lt;br&gt;Codes of Practice NT: &lt;u&gt;https://worksafe.nt.gov.au/ferresourcestors.compliance/weiplace-serv-laws&lt;/u&gt;&lt;/td&gt;&lt;td&gt;Safe Work Australia Links&lt;br&gt;Law and Regulation (All States): &lt;u&gt;https://www.safeworkaustralia.gov.au/law-and-regulation&lt;/u&gt;&lt;br&gt;Model Codes of Practice: &lt;u&gt;https://www.safeworkaustralia.gov.au/resources-publications/model-&lt;br&gt;codes-of-practice&lt;/u&gt;&lt;br&gt;Model Codes of Practice&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;South Australia&lt;br&gt;Work Health and Safety Act 2012 (SA)&lt;br&gt;Work Health and Safety Regulations 2012 (SA)&lt;br&gt;Legislation for SA: &lt;u&gt;https://www.safework.sa.gov.au/resources/legislation&lt;/u&gt;&lt;br&gt;Codes of Practice for SA: &lt;u&gt;https://www.safework.sa.gov.au/work_aces/codes-of-practice#COPs&lt;/u&gt;&lt;/td&gt;&lt;td&gt;&lt;ul&gt; &lt;li&gt;Managing noise and preventing hearing loss at work&lt;/li&gt; &lt;li&gt;Confined spaces&lt;/li&gt; &lt;li&gt;Labelling of workplace hazardous chemicals&lt;/li&gt; &lt;li&gt;Managing risks of hazardous chemicals in the workplace&lt;/li&gt; &lt;li&gt;Welding processes&lt;/li&gt; &lt;/ul&gt;&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;Tasmania         Work Health and Safety Act 2012         Work Health and Safety (Transitional and Consequential Provisions) Act 2012         Work Health and Safety Regulations 2012         Work Health and Safety (Transitional) Regulations 2012         Legislation for TAS: &lt;a href=" https:="" laws-and-compliance="" topics="" worksafe.tas.gov.au="">https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations</a> Codes of Practice for TAS: <a href="https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice">https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice</a>	<ul> <li>First aid in the workplace</li> <li>Managing the risk of falls at workplaces</li> <li>Hazardous manual tasks</li> <li>Managing the risk of falls in housing construction</li> <li>Managing electrical risks in the workplace</li> <li>Demolition work</li> <li>Excavation work</li> </ul>					
Details of permits, licenses or access required by regulatory bodies (add or delete as required): - Permits from local council - Authorisation to commence work - Any required documents.	<ul> <li>Work health and safety consultation, cooperation and coordination</li> <li>Managing the work environment and facilities</li> <li>How to manage work health and safety risks</li> <li>Managing risks of plant in the workplace</li> <li>Construction work</li> </ul>					



#### SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

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

Worker Name	Signature	Date

#### SAFE WORK N THE ST ATEM ANT MONITORING AND REVIEW

d must reviewed (and

hav be sted by the operation

should be carried out in

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

When the SWMS has been revised the PCBU must ensure that persons involved with the work are advised that a revision has been made and how they can acces he revised SWMS, including all persons who will need to change a work procedure or system as a region of the review are advised of the changes in a way that will enable them to implement their duties antly with the revised SWMS. All workers that will be involved in the work must be provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.

The SWMS must be monitored regularly for the effectiveness of ensuring hazard controls are effective in reducing the risk of incidents, keeping the workplace safe for all personnel. The person responsible for monitoring the effectiveness of the Safe Work Method Statement should employ a multi-faceted approach which includes but is not limited to:

- 1. Spot Checks.
- 2. Consultation with workers, contractors and sub-contractors.
- 3. Internal audits on a continual basis.

An approach of continuous improvement, promptly recording inconsistencies or deficiencies. followed up by immediate corrective action and consultation with all relevant personnel ensures that the PCBU is consistently developing ever-improving systems of safe work principles.

REVIEW NUMBER	1	2	3	4	5	6	7
NAME							
INITIALS							
DATE							



#### SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

This Safe Work Method Statement Review Checklist is to be followed and used upon initial development of the SWMS to help ensure that all steps have been adequately taken before work commences. Think of this document as an internal audit review checklist before commencing work, and may form part of a Toolbox Talk (safety meeting) and may be used as an opportunity for education and training.

ITEMS WHICH MUST BE INCLUDED IN THE SWMS	COMPLETED	COMMENTS	
The company details have been entered, including the project name and address.			
All relevant personnel consulted during the development of the SWMS.			
Name, signature, position and date signed of the person approving the SWMS.			
Specific personnel and qualifications, experience is noted in the SWMS.			
Provides a step-by-step process of tasks required to carry out the activity or task.			
Adequate risk assessment of any identified hazards has been completed.	$\boxtimes$		
Foreseeable hazards are identified and documented for each step.	$\square$		
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		