

Clearing Scrubland With Scythes Or Machetes | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Clearing Scrubland With Scythes Or Machetes

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 2m 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	HEIRARCHY OF CONTROLS	
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE			 <p>Elimination Remove the hazard.</p> <p>Substitution Replace the hazard.</p> <p>Isolation Isolate People from the hazard</p> <p>Engineering Isolate the hazard.</p> <p>Administrative Change the work.</p> <p>PPE</p>	
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
1. Preparation	Clearing back and foot injuries, Heat exhaustion	3H	<ul style="list-style-type: none"> - Conduct a site risk assessment to identify specific hazards in the area. - Ensure all workers are provided with and wear appropriate personal protective equipment (PPE) such as steel-capped boots, gloves, and long sleeves. - Implement a hydration schedule for workers to prevent heat exhaustion, encouraging regular water breaks. - Schedule work during cooler parts of the day, such as early morning or late afternoon, to minimise heat exposure. - Train all personnel in safe scything and machete techniques to reduce the risk of injury. - Establish clear communication protocols, including use of hand signals or radios, especially when using tools in close proximity to others. - Set up designated first aid stations easily accessible to work areas, with trained first aid personnel available on-site. - Rotate tasks among workers to prevent fatigue from repetitive motion, which can lead to accidents or injury. - Clearly mark and secure boundaries around the work area to keep unauthorised personnel out. - Monitor weather conditions continuously to adjust operations during extreme heat or other adverse conditions. - Regularly inspect tools and equipment to ensure they are in good working condition and replace any that are damaged. - Provide shaded rest areas where workers can take regular breaks to cool down and recuperate. - Develop emergency response plans specific to the activity and train staff in execution, including protocols for addressing heat-related illnesses. 	2M
2. Tool selection	Incorrect tool choice, Blade injury	3H	<ul style="list-style-type: none"> - Select tools appropriate for the type and density of vegetation being cleared. - Ensure all workers are trained in identifying and selecting the right tools for the task. - Conduct a pre-task assessment to identify the most suitable tool based on vegetation and environmental conditions. - Provide full instructions and demonstrations on correct tool use prior to commencing work. - Inspect each tool for damage, wear, or defects before each use, replacing any that do not meet safety standards. - Use scythes or machetes fitted with secure handles to prevent accidental blade detachment. - Issue personal protective equipment (PPE) such as gloves, long-sleeved clothing, and eye protection to mitigate blade injury risks. 	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
			<ul style="list-style-type: none"> - Establish a safe distance policy, ensuring workers maintain a minimum separation when using blades to avoid accidental contact. - Implement regular breaks and rotation among workers to reduce fatigue, which can lead to improper tool usage. - Utilise blade guards or covers during transportation and storage of tools to protect users from accidental cuts. - Continually reinforce safety protocols through toolbox talks and on-site supervision to ensure adherence to all control measures. 	
3. PPE Fitting	Inadequate protection, ill-fitted equipment		<ul style="list-style-type: none"> - Ensure all workers are provided with appropriate personal protective equipment (PPE), including gloves, safety glasses, long-sleeved shirts, pants, and steel-capped boots. - Conduct a PPE fitting session before work begins to ensure that all gear fits each worker properly, preventing exposure or restricted movement. - Regularly inspect PPE for signs of wear or damage and replace any items that do not meet safety standards. - Provide training on the correct use and limitations of PPE to ensure that all workers understand its importance and how to utilise it effectively. - Implement a buddy system where workers check each other's PPE to confirm proper fit and coverage before starting any tasks. - Make sure hearing protection is available and used when noise levels exceed recommended limits, ensuring it fits correctly to maintain effectiveness. - Emphasise the importance of securing long hair, loose clothing, and jewellery to prevent entanglement or snagging in equipment or vegetation. - Develop a checklist for supervisors to verify PPE compliance at the start of each shift and periodically throughout the day. - Store spare PPE on-site to quickly address issues of ill-fit or damage, minimising downtime due to inadequate protection. - Encourage open communication among workers to promptly report any PPE-related issues, such as discomfort or damage, allowing for timely resolution. 	1L
4. Site Evaluation	Uneven terrain, Hidden obstructions	3H	<div></div> <div></div> <div></div> <div></div>	1L



Figure 1: A large, light blue rectangular area on the left side of the page, representing a placeholder for a figure or image.

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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
6. Clearing Progress	Fatigue, Muscle strain	2H		2M
7. Break	Dehydration, Sun exposure	3H		2M

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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
			<div>SAMPLE</div> <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>	
8. Return to Work	Lack of concentration, Trips/falls	3H	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>	2M

SAFETY DATA SHEET

1. IDENTIFICATION

Product Name: [REDACTED]

2. HAZARD IDENTIFICATION

2.1. Physical Hazards

2.2. Health Hazards

2.3. Environmental Hazards

3. COMPOSITION/INFORMATION ON INGREDIENTS

3.1. Chemical Composition

3.2. Physical Composition

4. FIRST AID MEASURES

4.1. Inhalation

4.2. Skin Contact

4.3. Eye Contact

4.4. Ingestion

5. FIRE FIGHTING MEASURES

5.1. Flammability

5.2. Flash Point

5.3. Self-Heating

5.4. Polymerization

5.5. Decomposition

5.6. Oxidation

5.7. Reactivity

5.8. Incompatible Materials

5.9. Hazardous Combustion Products

5.10. Special Fire Fighting Measures

6. ACCIDENTAL RELEASE MEASURES

6.1. Personal Precautions

6.2. Environmental Precautions

6.3. Cleanup Methods

7. HANDLING AND STORAGE

7.1. Handling Precautions

7.2. Storage Precautions

8. EXPOSURE CONTROLS/PERSONAL PROTECTION

8.1. Engineering Controls

8.2. Administrative Controls

8.3. Personal Protective Equipment (PPE)

9. PHYSICAL AND CHEMICAL PROPERTIES

9.1. Appearance

9.2. Odor

9.3. Color

9.4. pH

9.5. Boiling Point

9.6. Freezing Point

9.7. Melting Point

9.8. Density

9.9. Vapor Pressure

9.10. Solubility

9.11. Specific Gravity

9.12. Viscosity

9.13. Surface Tension

9.14. Refractive Index

9.15. Dielectric Constant

9.16. Thermal Conductivity

9.17. Thermal Stability

9.18. Chemical Stability

9.19. Biodegradability

9.20. Bioaccumulation

9.21. Persistence

9.22. Mobility

9.23. Partition Coefficient

9.24. Half-Life

9.25. Bioconcentration Factor

9.26. Bioaccumulation Factor

9.27. Bioaccumulation Half-Life

9.28. Bioaccumulation Index

9.29. Bioaccumulation Coefficient

9.30. Bioaccumulation Factor

9.31. Bioaccumulation Half-Life

9.32. Bioaccumulation Index

9.33. Bioaccumulation Coefficient

9.34. Bioaccumulation Factor

9.35. Bioaccumulation Half-Life

9.36. Bioaccumulation Index

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9.94. Bioaccumulation Factor

9.95. Bioaccumulation Half-Life

9.96. Bioaccumulation Index

9.97. Bioaccumulation Coefficient

9.98. Bioaccumulation Factor

9.99. Bioaccumulation Half-Life

9.100. Bioaccumulation Index

10. TRANSPORT AND STORAGE

10.1. Transport Precautions

10.2. Storage Precautions

11. TOXICOLOGICAL INFORMATION

11.1. Acute Toxicity

11.2. Chronic Toxicity

11.3. Subacute Toxicity

11.4. Subchronic Toxicity

11.5. Reproductive Toxicity

11.6. Developmental Toxicity

11.7. Immunotoxicity

11.8. Neurotoxicity

11.9. Hematotoxicity

11.10. Hepatotoxicity

11.11. Nephrotoxicity

11.12. Cardiac Toxicity

11.13. Pulmonary Toxicity

11.14. Gastrointestinal Toxicity

11.15. Dermatological Toxicity

11.16. Ocular Toxicity

11.17. Nasal Toxicity

11.18. Respiratory Toxicity

11.19. Systemic Toxicity

11.20. Local Toxicity

11.21. Irritation

11.22. Corrosion

11.23. Sensitization

11.24. Allergy

11.25. Carcinogenicity

11.26. Mutagenicity

11.27. Genotoxicity

11.28. Reproductive Toxicity

11.29. Developmental Toxicity

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11.91. Corrosion

11.92. Sensitization

11.93. Allergy

11.94. Carcinogenicity

11.95. Mutagenicity

11.96. Genotoxicity

11.97. Reproductive Toxicity

11.98. Developmental Toxicity

11.99. Immunotoxicity

11.100. Neurotoxicity

12. ENVIRONMENTAL INFORMATION

12.1. Ecotoxicity

12.2. Environmental Fate

12.3. Environmental Behavior

12.4. Environmental Persistence

12.5. Environmental Mobility

12.6. Environmental Bioaccumulation

12.7. Environmental Degradation

12.8. Environmental Partitioning

12.9. Environmental Distribution

12.10. Environmental Transport

12.11. Environmental Transformation

12.12. Environmental Interactions

12.13. Environmental Effects

12.14. Environmental Monitoring

12.15. Environmental Assessment

12.16. Environmental Management

12.17. Environmental Protection

12.18. Environmental Policy

12.19. Environmental Legislation

12.20. Environmental Standards

12.21. Environmental Guidelines

12.22. Environmental Best Practices

12.23. Environmental Innovation

12.24. Environmental Research

12.25. Environmental Education

12.26. Environmental Awareness

12.27. Environmental Engagement

12.28. Environmental Collaboration

12.29. Environmental Partnership

12.30. Environmental Leadership

12.31. Environmental Responsibility

12.32. Environmental Accountability

12.33. Environmental Transparency

12.34. Environmental Integrity

12.35. Environmental Honesty

12.36. Environmental Fairness

12.37. Environmental Justice

12.38. Environmental Equity

12.39. Environmental Inclusion

12.40. Environmental Participation

12.41. Environmental Empowerment

12.42. Environmental Capacity Building

12.43. Environmental Knowledge Management

12.44. Environmental Information Management

12.45. Environmental Communication

12.46. Environmental Public Relations

12.47. Environmental Marketing

12.48. Environmental Sales

12.49. Environmental Distribution

12.50. Environmental Retail

12.51. Environmental Wholesale

12.52. Environmental Import

12.53. Environmental Export

12.54. Environmental Trade</

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
			<div>SAMPLE</div> <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>	
11. Equipment Check	Equipment failure, improper storage	3H	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>	1L

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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
13. Final Inspection	Overlooked hazards, Non-compliance with health safety	3H	<div>SAMPLE</div> <div>[Redacted Content]</div>	1L
14. Reporting	Communication gaps, Inaccurate records	2M	<div>[Redacted Content]</div>	1L

opportunities, Years

2M

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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 THAT 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 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 2017

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) Regulations 2011

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

Codes of Practice NT: <https://worksafe.nt.gov.au/laws-and-compliance/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 as 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"/>	
REVIEWED BY		DATE REVIEWED
SIGNATURE		DATE COMPLETED