Concrete Pump and Spra	aying   SAFE WORK METH	OD STATEMENT (SWMS)	
TASK OF	R ACTIVITY: Concrete Pump and	Spraying	
Business Name:		ABN:	SWMS#
Business Address:			
Contact Person:	Phone:	E Bil:	
THIS SAFE WORK METHOD	STATEMENT IS APPROVED BY		
Under the Work Health and Safety Regulation (WHS Regulation), a person conduct the proposed work starts.	oting a business or under the (PC - I) is	required to en the that a safe work method s	tatement (SWMS) is prepared before
Full Name:			
Signature:		Title:	Date:
Details of the person(s) responsible for ensuring implementation, monitoring	opliance i 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	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, source 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 alately. 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.	
Notes on Hierarchy of Controls:       Elimination methods are the most effective and preferre usen consult of a hazard.       Substitution       Administrative         Solare the work is the fourth most effective method.       PPE (Personal Protective Equipment)       The least effective       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						Ма	andatory Qual	ifications 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. Site Preparation	Uneven terrain, Trip hazards	2M	<ul> <li>Conduct a thorough site inspection before a nimencing work to identify and address any uneven terrain or trip hazards.</li> <li>Clearly mark and signpost identified hazards are used all workers are aware of their locations and can take necessary precautions.</li> <li>Make sure all workers are physical with adequate arso approtective equipment (PPE), including sturdy footwear with slip-resist at soles to minimise the risk use and trips.</li> <li>Utilise approace machinely, such as excavate and graders, to level and compact the ground, ensuring a sine and even brace noumed and spraying concrete.</li> <li>Ensuring a sine and even brace noumed and spraying concrete.</li> <li>Instal encorrange muscle and set up exclusion zones around hazardous areas to keep unauthorised person of door them worksite, free of debris and minimising trip hazards.</li> <li>Instal encorrang busiers and set up exclusion zones around hazardous areas to keep unauthorised person of door them avay from potential accidents.</li> <li>Developed encore strict operating procedures that require all workers to complete necessary training hazard fecognition, reporting, and mitigation.</li> <li>Onsider using matting or temporary flooring systems in particularly hazardous areas to increase stability for workers and reduce the likelihood of slipping and tripping incidents.</li> <li>Regularly review and update risk assessments and Safe Work Method Statements (SWMS) to ensure all potential hazards have been identified, and that adequate control measures are implemented accordingly.</li> <li>Promote a safety-first culture within the workforce, encouraging individuals to take responsibility for their own wellbeing and report suspected hazards or near-miss situations promptly.</li> <li>By enforcing these control measures, we can ensure a safer working environment during the site preparation stage of concrete pump and spraying projects, minimising the risk of accidents and injuries to our workers.</li> </ul>	1L
2. Equipment Inspection	Faulty equipment, Untrained operators	ЗН	<ul> <li>Conduct regular equipment inspections by qualified personnel to identify and address any faults or malfunctions before starting work.</li> <li>Develop a comprehensive preventive maintenance schedule for the concrete pump and spraying equipment to ensure its safe and efficient operation.</li> <li>Train all operators in the correct use, inspection, and maintenance of equipment according to manufacturer guidelines and Australian workplace health and safety standards.</li> </ul>	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	
			- Provide operators with access to user manuals and any relevant documentation to ensure understanding of proper equipment usage and protocols.		
			- Establish a clear procedure for reporting equipment malfunctions or suspected faults, with immediate resolution (e.g., repair, replacement, or isolation being prioritised.		
			- Ensure all equipment complies with relevan Australian coundards (AS) for design, safety, and performance to minimise risk to operators any other course workers.		
			- Store and transport equipment in appropriate conditions as permanufacturer guidelines to prevent damage, which may lead to holfunction or safety crards.		
			- Implement a system for verify, operator qualification and competence, such as a skills assessment or certification proce		
			- Assign role and responsibilities for equipment inspection, maintenance, and supervision within the project team, suring clearlines of construction and accountability.		
				- Disk evarning increases and the safe a structure of the safe as	
			- Utilise personal protective equipment (PPE) for all operators, such as safety glasses, earmuffs, gloves, and high visible victother, to reduce the risk of injury while operating the concrete pump and sprayer.		
			- element an Exergency Response Plan (ERP) specific to equipment-related incidents or accidents, ensuring that staff are trained to respond accordingly.		
			Continuously review and update control measures based on feedback, incident reports, and changes in e coment design or legislation to maintain high levels of workplace health and safety compliance.		
	C		- Proper manual handling training: Ensure all workers involved in this task have received appropriate training, including correct lifting techniques and understanding their physical limits.		
			- Team lifts for heavy loads: Encourage workers to perform team lifts when handling heavy equipment or materials, reducing the strain placed on individual workers.		
			- Use of mechanical aids: Implement the use of mechanical lifting aids, such as cranes or forklifts, where possible to minimise manual handling risks.		
3. Set up Pump and	Manual handling injuries, Noise	2M	- Regular breaks: Encourage workers to take regular short breaks to avoid strain and fatigue from continuous manual handling activities.	1L	
Spray	exposure		- Hearing protection provisions: Provide suitable hearing protection equipment, such as earmuffs or earplugs, to workers exposed to high noise levels during pump and spray setup.		
			<ul> <li>Noise barriers: Erect temporary noise barriers or screens around the work area to reduce noise exposure to workers, as well as nearby personnel and public.</li> </ul>		
			- Pre-start safety checks: Conduct thorough inspections of all equipment, including pumps, hoses, and nozzles, prior to use to identify any potential issues that may contribute to increased hazard levels.		
			- Proper equipment maintenance: Maintain all equipment regularly, following manufacturer's guidelines, to ensure safe operation and reduced risk of accidents or malfunctions.		



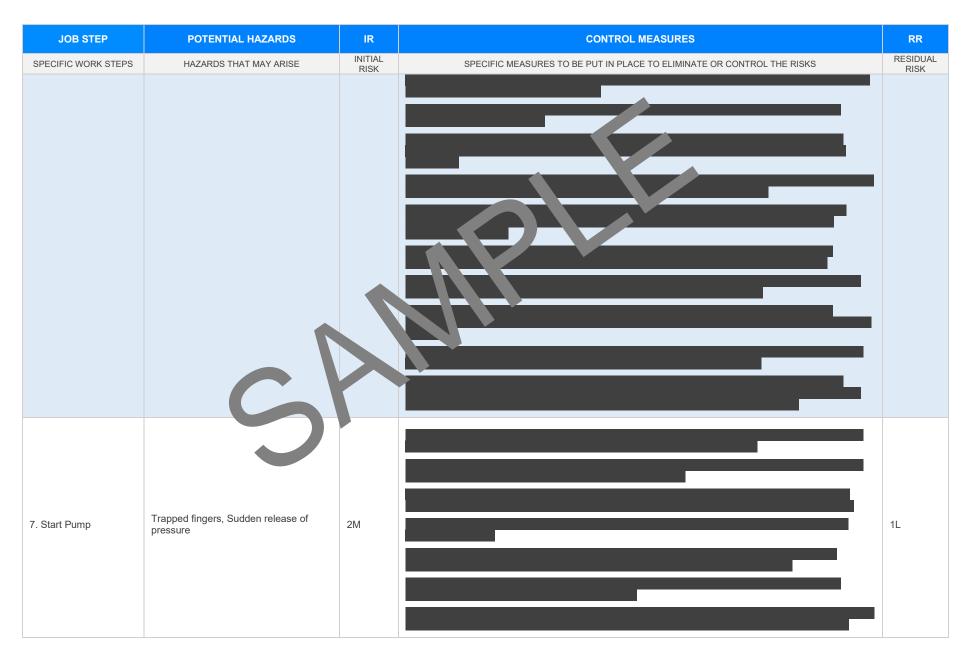
JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			- Clear communication among workers: Encourage open communication between workers during pump and spray setup to ensure all parties are aware of potential hazards and understand their roles in controlling them.	
			- Implement a Job Safety Analysis (JSA) process Before commencing work, conduct a JSA to identify specific hazards, risk factors, and necessary control measures to mitigate risks effectively.	
			- Adequate lighting: Ensure proper lighting is vailable with worksite to prevent injuries caused by poor visibility.	
			- Safe Work Method Statements (SWMS): Developing implement detailed SWMS for all tasks associated with setting up concrete pumpling of sprayers, ensuling a bit orkers involved understand their responsibilities in matching a bit work environme.	
4. Connect Hoses	Incorrect connectius, Over- pressurisation	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
5. Mix Concrete	Exposure to ceme ordust, Contact with wet concrete	ЗН		2M
6. Fill Hopper	Manual handling injuries, Falling objects	2M		1L

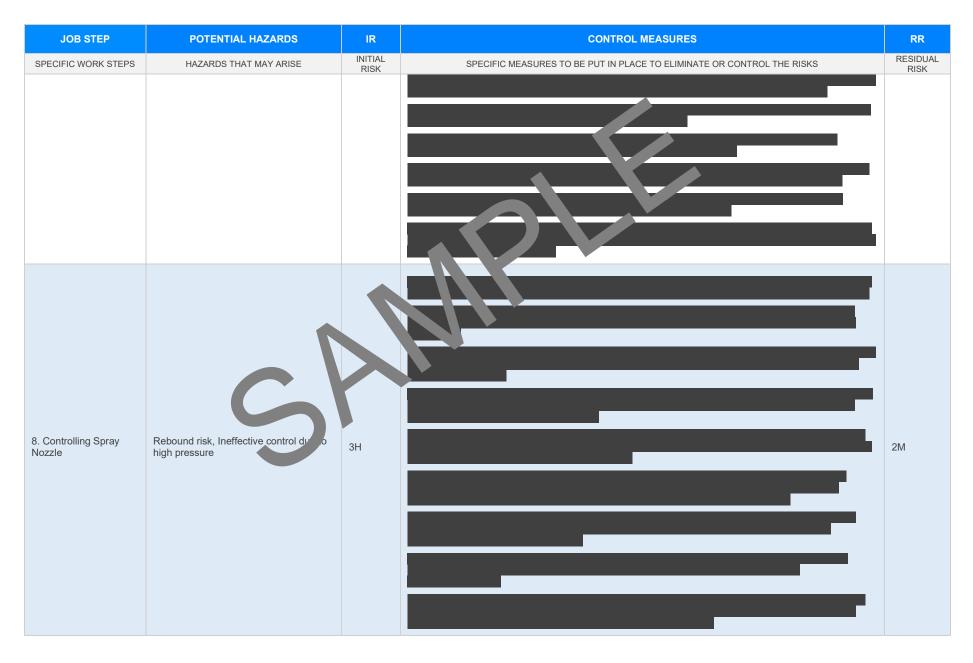
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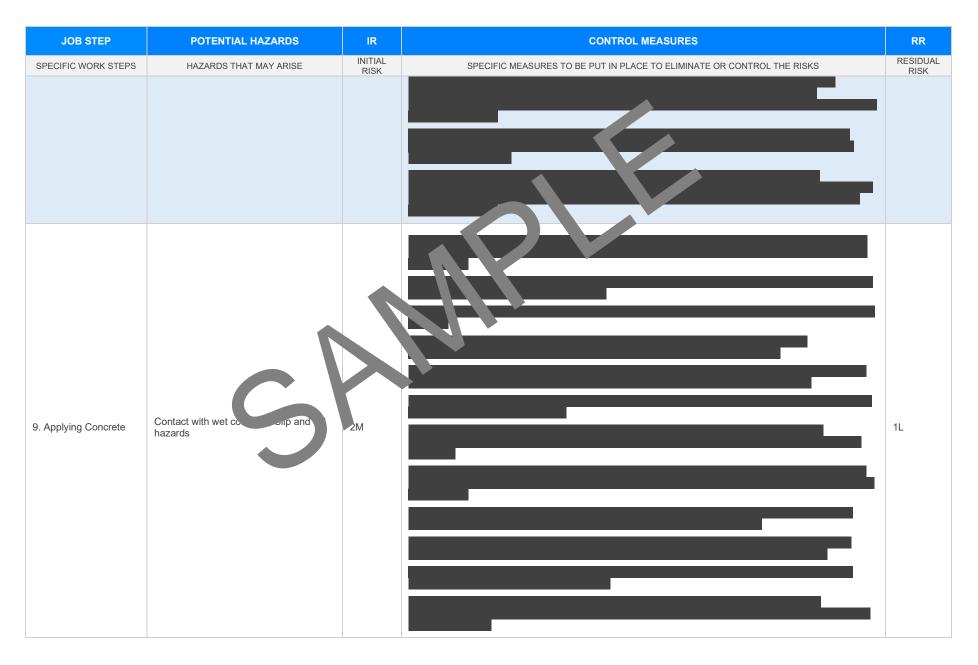
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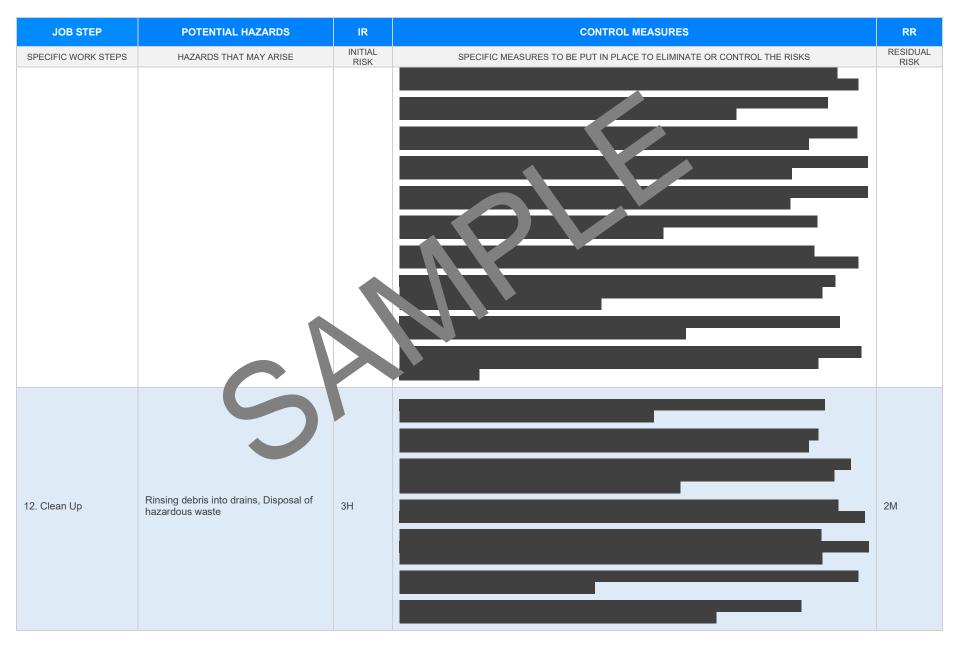




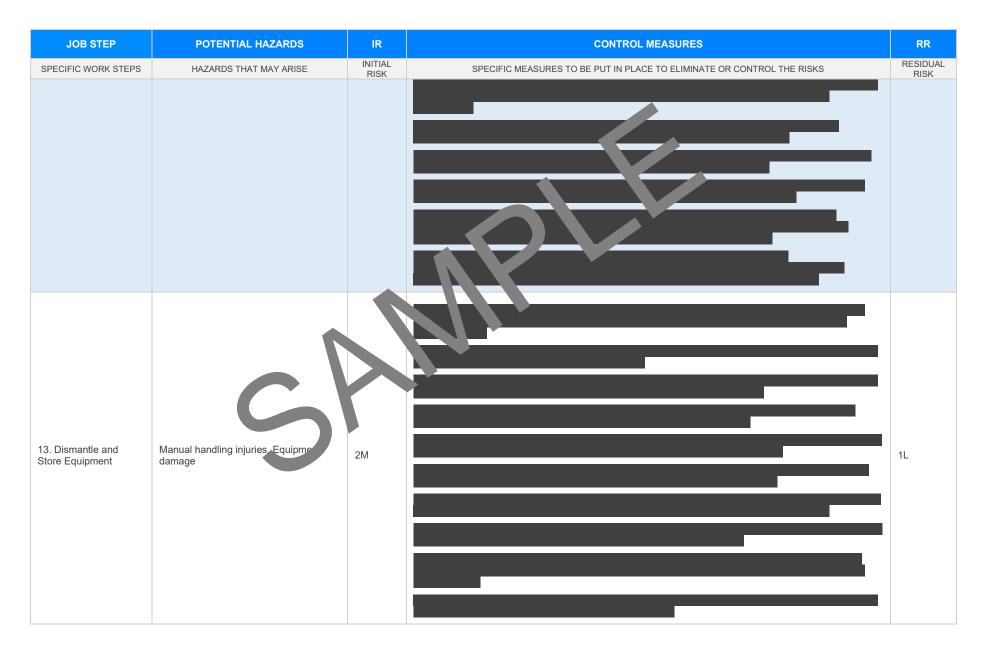
JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
10. Vibrating Concrete	Machinery malfunction, Noise exposure	3n		
11. Screeding and Finishing	Manual handling injuries, Uneven surfaces	2M		1L

Date of Issue:

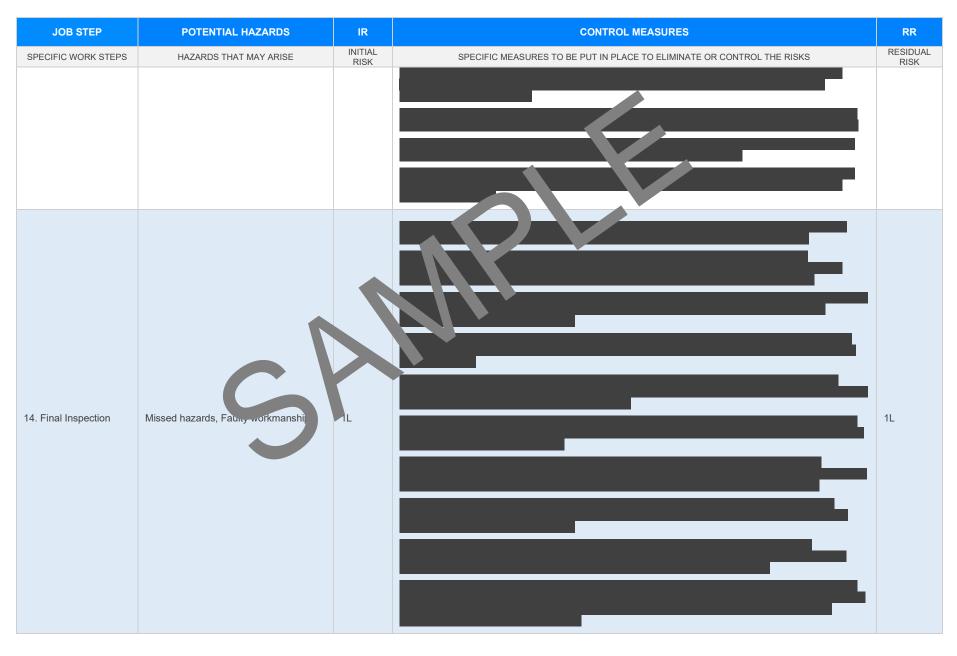












Version 2.5

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
15. Safety Briefings and Training	Inadequate knowledge, Lack of understanding			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
	S			



#### 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 LEGISLA	ATIVE 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: https://www.worksafe.gld.gov.au/laws-and-compliance/work-health-and-safety-laws Codes of Practice QLD: https://www.worksafe.gld.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 Octopational Health as Safety Act and 4 Octopational Health and affety regulations 2017 Legistron VIC: <u>https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-oulates</u> oulates
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">https://www.safework.nsw.gov.au/legal-obligations/legislati</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</a>	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: https://worksafe.nt.gov.au/laws-and-compliance/worplace-serve-laws Codes of Practice NT: https://worksafe.nt.gov.au/from of the server se	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>
South Australia         Work Health and Safety Act 2012 (SA)         Work Health and Safety Regulations 2012 (SA)         Legislation for SA: <a href="https://www.safework.sa.gov.au/resources/legislation">https://www.safework.sa.gov.au/resources/legislation</a> Codes of Practice for SA: <a href="https://www.safework.sa.gov.au/work_laces/codes-of-practice#COPs">https://www.safework.sa.gov.au/work_laces/codes-of-practice#COPs</a> Tasmania         Work Health and Safety Act 2012         Work Health and Safety (Transitional and Consequential Provisions) Act 2012         Work Health and Safety Regulations 2012	<ul> <li>Model Codes of Practice</li> <li>Managing noise and preventing hearing loss at work</li> <li>Confined spaces</li> <li>Labelling of workplace hazardous chemicals</li> <li>Managing risks of hazardous chemicals in the workplace</li> <li>Welding processes</li> <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> </ul>
Work Health and Safety (Transitional) Regulations 2012         Legislation for TAS: <a href="https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations">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> 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>Managing electrical risks in the workplace</li> <li>Demolition work</li> <li>Excavation work</li> <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

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 viewn 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.		
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.	$\boxtimes$	
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 REVIEWED	
SIGNATURE	DATE COMPLETED	