| Conduct Facade Clean | ning SAFE WORK METHO | O STATEMENT (SWMS) | |
|--|---|--|------------------------------------|
| TASK | OR ACTIVITY: Conduct Facade C | leaning | |
| Business Name: | | ABN: | SWMS# |
| Business Address: | | | |
| Contact Person: | Phone: | E Jil: | |
| 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 (Pourt) 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 the VMS a well as review | s and modifications of the SWMS. | |
| Full Name: | | Title: | Phone: |
| ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS MAS PHAVE THE FOLLOWING COMMUNICATED | NATE 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, such to compare those hazards and then to further take steps to either eliminate or contract each hazard. | | | |
| If an incident or a near miss occurs, all work must stop an attactive 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 Train | | | | | Training | | | | | | |
| | | | | | | | | | | | |

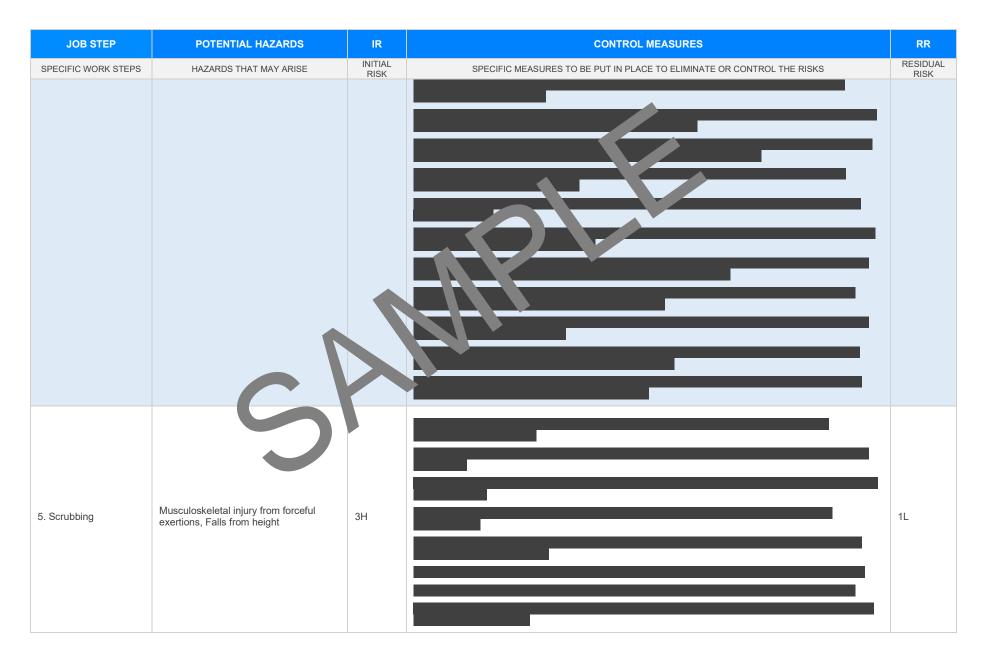


| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|---------------------|--|-----------------|---|------------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
| 1. Preparation | Poor communication, No safety equipment | 2M | Establish clear communication protocols using hand signals and radios to ensure effective coordination among team members. Conduct a toolbox talk before starting the job units dss potential hazards and control measures clearly with all employees involved. Use safety vests and other in a visibility clothing to that onkers are easily identifiable and can be seen by one another, even from a diserce. Ensure all performed are usipped with person protective equipment (PPE) such as helmets, gloves, safety glass and steel-to boots. Inspiral IPF neforement to confirm and good condition and complies with relevant safety standards. Set a visit inspiration of all equipment, including scaffolding and lifting gear, to ensure everything a list sets sets y studiards and is free from defects. Der lago trisk assessment plan that identifies specific hazards with facade cleaning and implements opprovide training sessions to workers on emergency response procedures and ensure they know how to action an emergency arises. Schedule regular breaks for workers to prevent fatigue, which could contribute to communication errors and accidents. Assign a competent supervisor to monitor the work and enforce adherence to safety policies throughout the project. Ensure weather conditions are suitable for facade cleaning operations, avoiding work during severe weather to reduce risks related to visibility and structural integrity. | 1L |
| 2. Equipment Check | Faulty equipment, Untrained personnel | ЗН | Conduct pre-use inspections of all equipment to identify any visible defects or damage. Implement regular maintenance and servicing schedules for all tools and machinery to ensure they are in good working order. Provide comprehensive training sessions for all personnel on the proper use of facade cleaning equipment. Ensure all workers have relevant certifications and competencies required for using specific cleaning apparatus. Maintain a logbook for documenting equipment checks, repairs, and maintenance activities. Clearly label faulty equipment and remove it from service until repaired or replaced. | 1L |

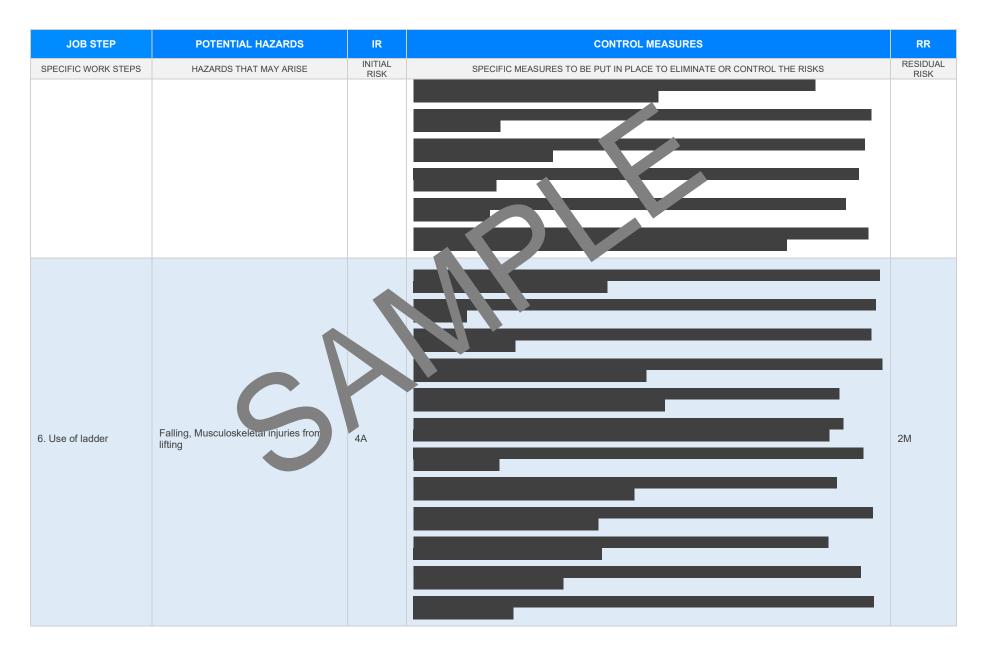


| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|---------------------|--|-----------------|---|------------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
| | | | - Fit electrical equipment with safety devices such as ground fault circuit interrupters (GFCIs) to prevent electrical hazards. | |
| | | | - Install safety guards on mechanical equipment where applicable to reduce injury risks. | |
| | | | - Supervise new personnel under trained and perienced staff members to ensure correct equipment handling practices. | |
| | | | - Develop standard operating procedures (SC) of using safe equipment usage and emergency response actions. | |
| | | | - Regularly review and update mining materials to effect or cent regulations and technological advancements. | |
| | | | - Conduct as cassessme operative session area to identify specific hazards related to slips, trips, and falls and the lement of arol measure cordingly. | |
| | | | - Ensure I path where clear of obstructions and clean up any spills immediately to prevent slips. | |
| | | | - Proview a propriation on-slip footwear for workers to reduce the risk of slipping on wet or uneven surface | |
| | | | Install a lequary lighting in all work areas to ensure visibility and reduce the likelihood of trips and falls. | |
| | | | - Us, wai ing signs and barriers to alert workers and pedestrians of potential hazards like moving objects or slipp urfaces. | |
| 3. Access area | Slips, trips and falls, Struck by moving | 3H | Cure loose materials and tools to prevent them from becoming moving objects that could cause injury. | 2M |
| | object | | - Implement traffic management plans to control the flow of workers and equipment, minimising the risk of being struck by moving objects. | |
| | | | - Conduct regular maintenance checks of access equipment such as ladders and scaffolding to ensure they are in safe working condition. | |
| | | | Provide training for workers on the proper use of personal protective equipment (PPE) such as harnesses and helmets to protect against falls and impacts. | |
| | | | - Monitor weather conditions continuously and reschedule work during adverse weather when there is an increased risk of slips, trips, or falling objects. | |
| | | | - Establish a clear communication system among workers to quickly address and report any hazards or incidents as they arise. | |
| | | | | |
| 4. Pressure washing | High pressure injuries, Eyes and skin contact with chemicals | 4A | | 2M |
| - | | | | |
| | | | | |







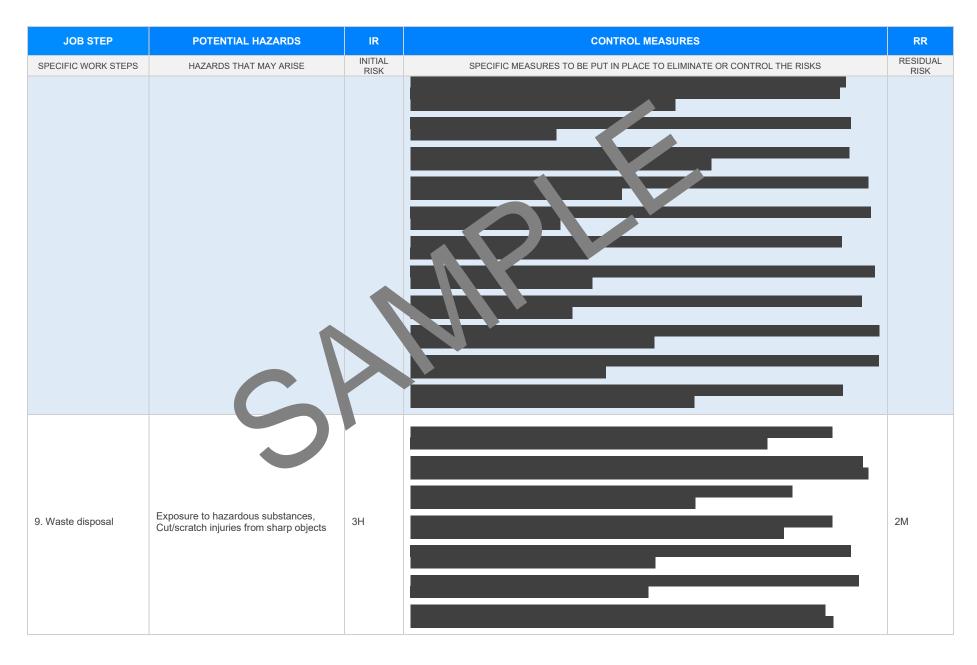




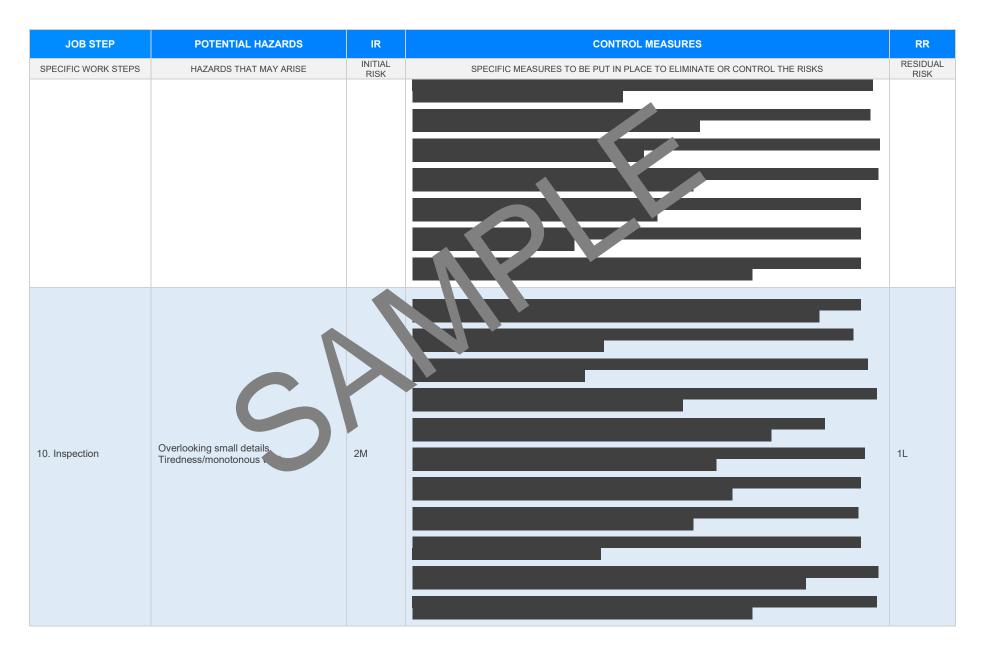


| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|----------------------|---|-----------------|--|------------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
| | | | | |
| 7. Rinsing surface | Slippery surfaces, Electrical hazards from water and electricity mix | 44 | | 2M |
| 8. Chemical handling | Chemical burns, Inhalation of fumes | ЗН | | 1L |

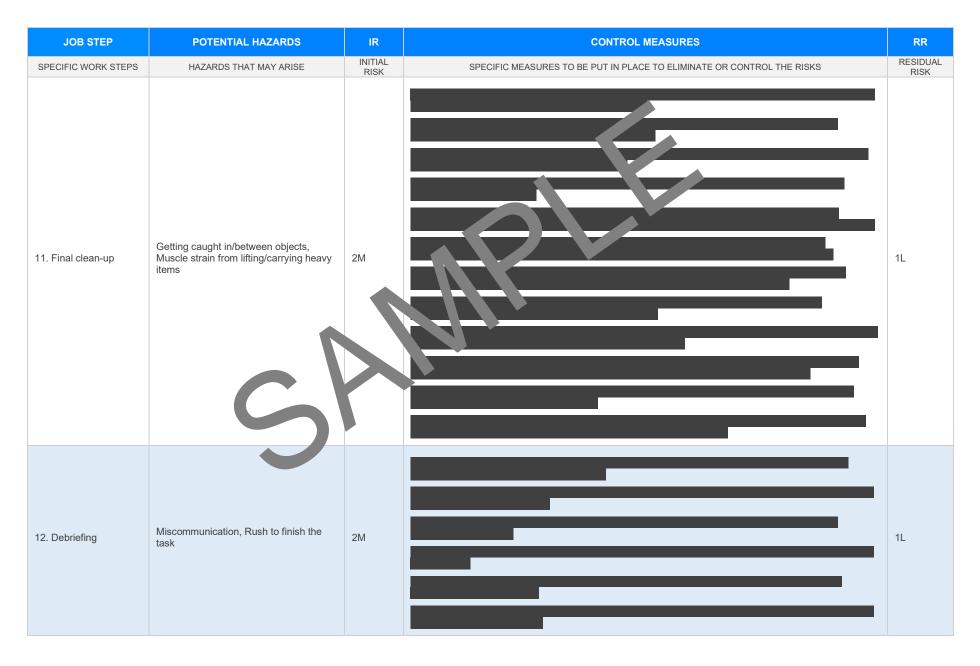




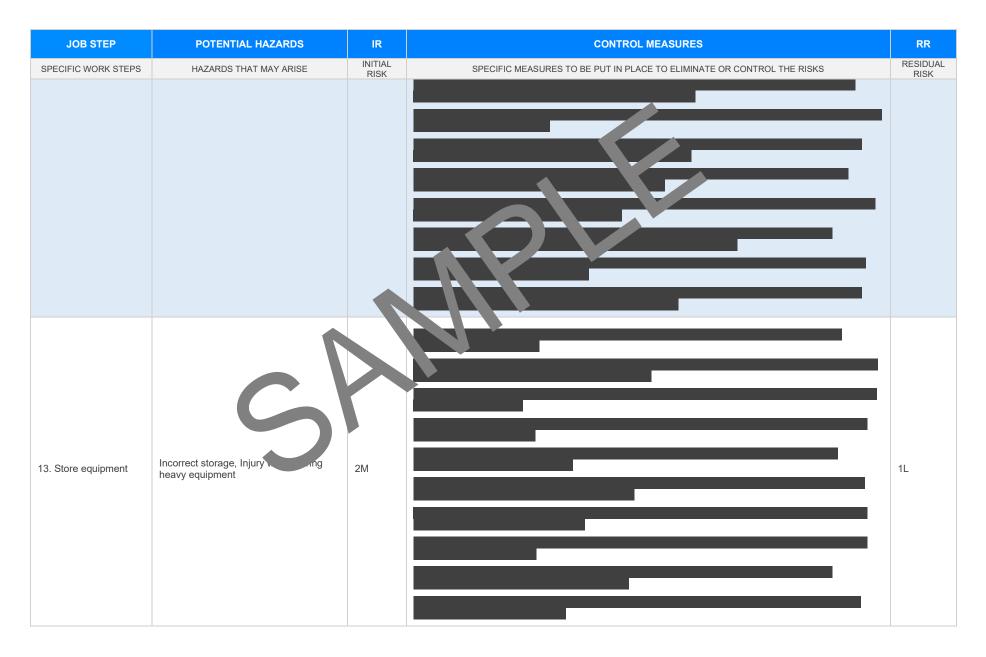














| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|------------------------------|--|-----------------|--|------------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
| | | | | • |
| 14. Documentation | Data misinterpretation, Missing information due to negligence | 21 | | 1L |
| 15. Equipment maintenance | Not following procedures, Incorrect use of tools | ЗН | | 1 L |

Version 2.5

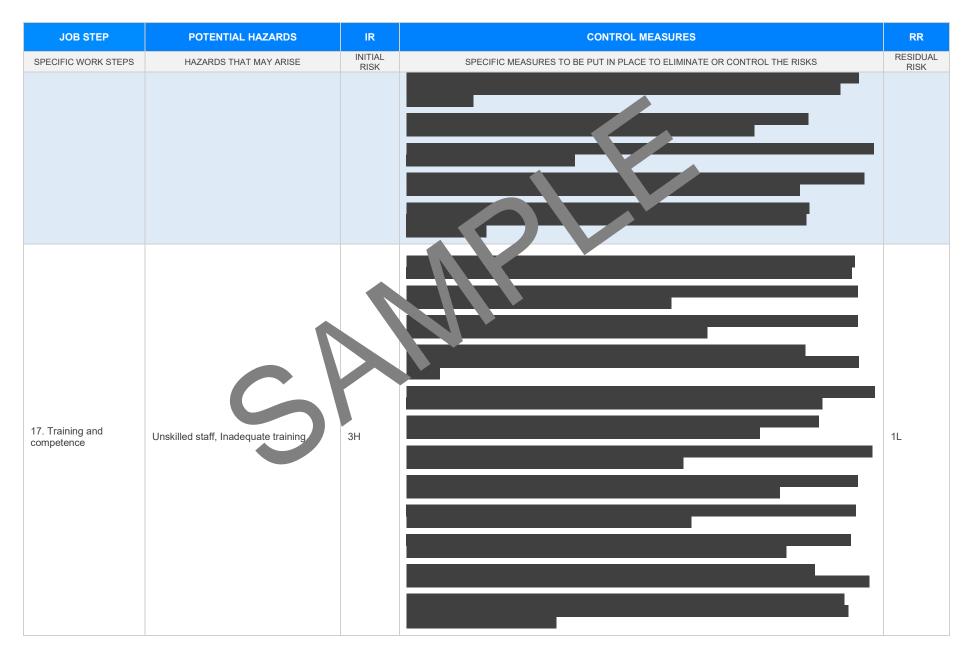




Version 2.5

Date of Issue:

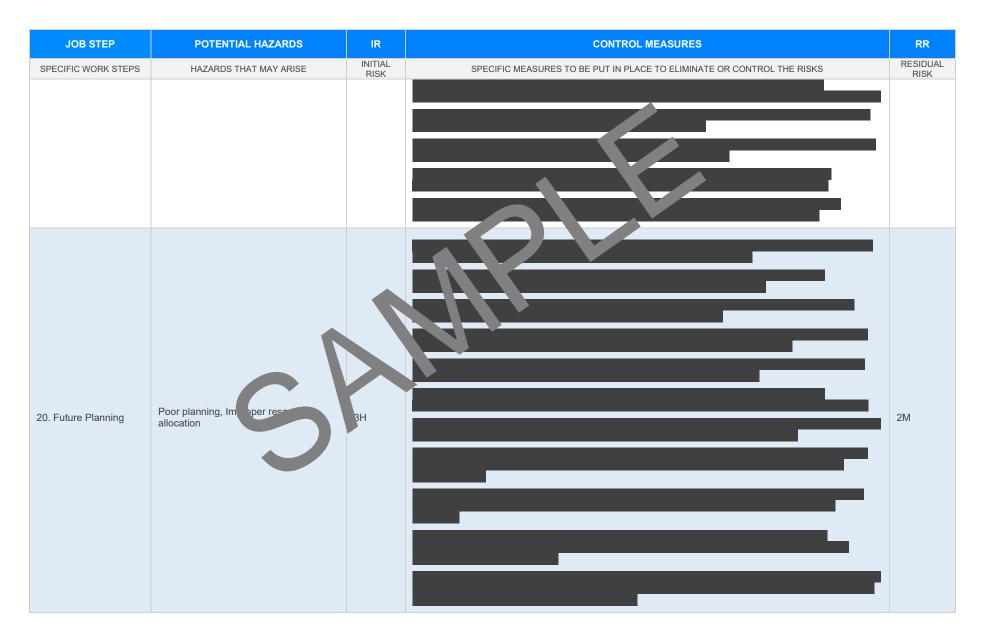






| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|--|--|-----------------|--|------------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
| 18. Personal Protective Equipment (PPE) | Using wrong or faulty PPE, Neglect in using PPE | 44 | | 2М |
| 19. Review work | Ignoration of minor faults, rush due to underestimation of work | ЗН | | 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 |
| | | | | |
| | | | | |
| | | | | |
| | 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 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 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: https://www.safework.nsw.gov.au/legal-obligations/legislati-codes rodes-or ract. Codes of Practice NSW: https://www.safework.nsw.gov.au/legal-obligations/legislati-codes-or ract. | Western Australia Work Health and Safety Act 2020 Work Health and Safety Regulations 2022 Legislation Western Australia: <u>https://www.commerce.wa.gov.au/worksafe/legislation</u> Codes of Practice WA: <u>https://www.commerce.wa.gov.au/worksafe/codes-practice</u> | | | | | | |
| Northern Territory Work Health and Safety (National Uniform Legislation) Act 2011 Work Health and Safety (National Uniform Legislation) Regulation 2011 Legislation NT: <u>https://worksafe.nt.gov.au/laws-and-compliance/weiplace-serv-laws</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/formed-resourcestorestorestorestorestorestorestorestor</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-</u> <u>codes-of-practice</u> Model Codes of Practice | | | | | | |
| South Australia Work Health and Safety Act 2012 (SA) Work Health and Safety Regulations 2012 (SA) Legislation for SA: <u>https://www.safework.sa.gov.au/resources/legislation</u> Codes of Practice for SA: <u>https://www.safework.sa.gov.au/work_aces/codes-of-practice#COPs</u> | Managing noise and preventing hearing loss at work Confined spaces Labelling of workplace hazardous chemicals Managing risks of hazardous chemicals in the workplace Welding processes | | | | | | |
| Tasmania Work Health and Safety Act 2012 Work Health and Safety (Transitional and Consequential Provisions) Act 2012 Work Health and Safety Regulations 2012 Work Health and Safety (Transitional) Regulations 2012 Legislation for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations Codes of Practice for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice | First aid in the workplace Managing the risk of falls at workplaces Hazardous manual tasks Managing the risk of falls in housing construction Managing electrical risks in the workplace Demolition work Excavation work Work hosth and safety consultation concertion 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. | 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 | | | | | | |



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 |
|-------------|-----------|------|
| | | |
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| | | |
| | | |
| | | |

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 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 | | |