Dust Extractor Mobile SAFE WORK METHOD STATEMENT (SWMS)							
TASI	K OR ACTIVITY: Dust Extractor N	lobile					
Business Name:		ABN:	SWMS#				
Business Address:							
Contact Person:	Phone:	E ail:					
THIS SAFE WORK METHOD	STATEMENT IS APPROX D BY	THE PC. OF THE ROJECT					
Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or under the group of (Poul) 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	opliance the VMS a well as review	rs and modifications of the SWMS.					
Full Name:		Title:	Phone:				
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS MAS PHAVE THE FOLLOWING COMMUNICATED	NAME OF ALL RELEVANT PERSONN EVELOPMENT AND APPROVAL OF	EL WHO HAVE BEEN CONSULTED AND CO THIS SWMS	OMMUNICATED TO IN THE				
Safety meetings or toolbox talks will be sched ed in according with a gislative requirements to first identify any site hazards, such to compare those hazards and then to further take steps to either eliminate or contral each 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).										
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	Trip hazards, Manual handling injuries	2М	 Conduct a pre-work inspection to identify a premove potential trip hazards like cables, tools, and debris around the work area. Clearly mark designated walkways and paths a pramise the risk of tripping over equipment or debris. Use warning signs and barries to inform worke and visitor about potential hazards in the area, especially where cables are rearing across walkwa. Ensure proper light or the weare area to increase variable of potential trip hazards. Implement mean-as-your of potential trip workspace to maintain a clutter-free environment and reduce trip ris. Profer appropriate a sonal Protective Equipment (PPE) such as steel-toed boots, gloves, and high-visibilit is to where some preparation stage. Train more solve on oper lifting techniques and manual handling best practices to avoid back, neck, and she iden writes. Broourage teamwork and communication among workers when carrying out tasks that require distinction, like moving large equipment together, to avoid any sudden or unsafe movements. Incorporate short breaks into the work schedule to allow workers to rest their muscles and minimise the chances of fatigue-related injuries. Regularly review and update standard operating procedures (SOPs) for work tasks to ensure they remain up-to-date with industry best practices regarding safety and ergonomics. Conduct regular toolbox talks and worker training sessions to raise awareness about workplace health and safety, specifically focusing on the importance of hazard identification and prevention during the preparation stage. 	1L
2. Transporting system	Collision, Back strain	2M	 Regularly inspect and maintain the dust extractor mobile equipment, ensuring that its wheels or casters are functioning correctly for seamless transportation. Designate specific pathways for transporting the dust extractor system to minimise the risk of collision with other objects or personnel. Provide adequate lighting in the area where the dust extractor mobile will be transported to ensure clear visibility for the operator. Conduct a toolbox talk at the start of each shift to brief the team on proper handling techniques and safe practices when transporting the dust extractor mobile system. 	1L



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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
			- Use warning signs or delineate the work zone to inform others of the ongoing activity and prevent them from inadvertently entering the hazardous area.	
			- When selecting an operator for transporting the character mobile system, ensure they are physically capable and have received proper training to provide the risk of back strain or injury.	
			- Encourage the use of appropriate person protective encoment (PPE) such as safety boots, gloves, and high-visibility vests to reduce the risk of price of high the transportation process.	
			- Implement a buddy system when necessary, no uring two or more workers to collaborate during the transport process to share the bad, effectively receiving the transformed back strain or injuries due to overexertion.	
			- Establish a communication protect among team members using hand signals or verbal cues to enhance coordination and clienc, furing the disportation process.	
			- Set a speed, bit for transporting the set stractor mobile system to minimise the chances of losing contracted calling collisions or accide, s.	
			- Instruct property to be cautious around blind spots or tight corners, and employ a spotter if needed to guide a during the pafely through tricky areas during transportation.	
			- Enforce regular break or rotation of duties among operators to prevent fatigue or strain accumulation bile per irming the task, thereby reducing the potential for mishaps or injuries.	
			Conduct pre-start safety briefing with all workers involved in the assembly process, addressing pential hazards and safe work practices for assembling the dust extractor mobile unit.	
			- Provide proper training on the proper handling and safe operating procedures for assembling the dust extractor mobile unit to all workers involved.	
			- Ensure that only trained and authorised personnel are allowed to assemble the dust extractor mobile unit.	
			- Use appropriate personal protective equipment (PPE) while assembling the unit, including gloves, safety glasses, and steel-toed boots or shoes to protect from pinch points and falling objects.	
3. Assembling unit	Pinch points, Falling objects	2M	- Inspect tools and equipment used for assembling the unit for any defects, ensuring they are in good condition and fit for use.	1L
			- Follow the manufacturer's recommendations and guidelines for assembling the dust extractor mobile unit, including correct placement of components and use of applicable hardware.	
			- Ensure clear communication between team members during the assembly process using standard hand signals, radios, or other communication devices when applicable.	
			- Establish and maintain minimum safe distances from pinch points and falling object hazards for workers not directly involved in the assembly process.	
			- Implement proper housekeeping measures around the work area to prevent tripping or slipping hazards that could contribute to falling objects or pinch point injuries.	
			- Securely fasten all components and fittings to avoid parts dislodging or falling during use, following the manufacturer's guidelines.	



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
			 When lifting or moving heavy components during assembly, utilise proper lifting techniques and mechanical aids such as hoists or forklifts to reduce the risk of injury from pinch points or dropped items. 	
			- Routinely inspect the work area throughout the accumbly process, ensuring that no new hazards have arisen and control measures are continually accurate to.	
			- Employ lockout/tagout procedures when the essary to ethinate any unexpected movement of equipment or parts during assembly.	
			- Conduct a final inspection of the assembled due extractor mobile unit, ensuring all components are securely fastened and in contrance with manufacturer guide cas before use.	
4. Pre-use inspection	Electric shock, Dutrinhalation	2M		1L

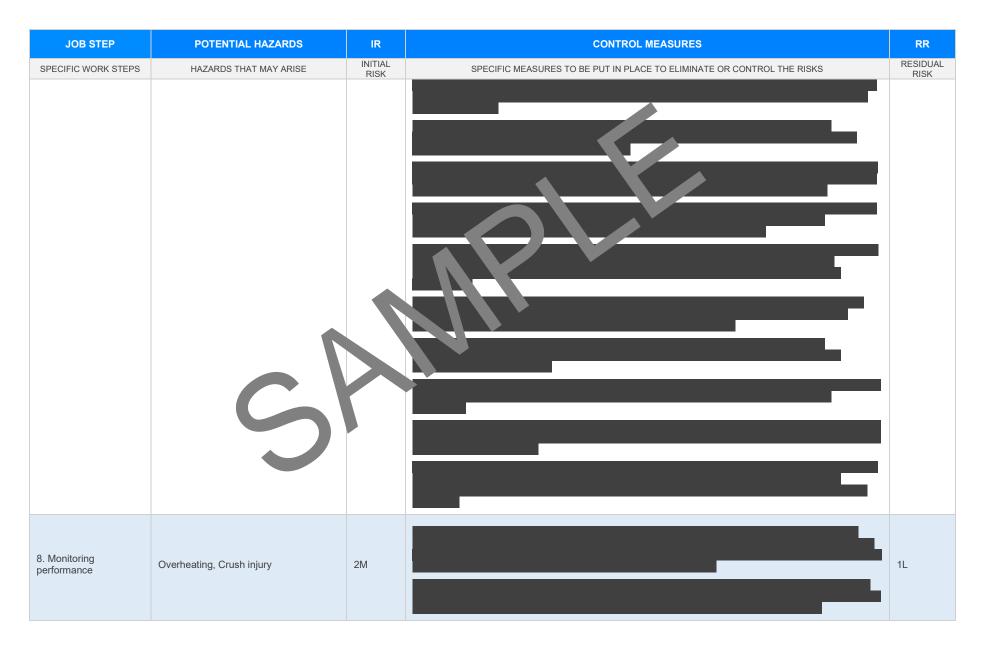


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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
5. Positioning	Toppling over, Crush injuries	21/1		

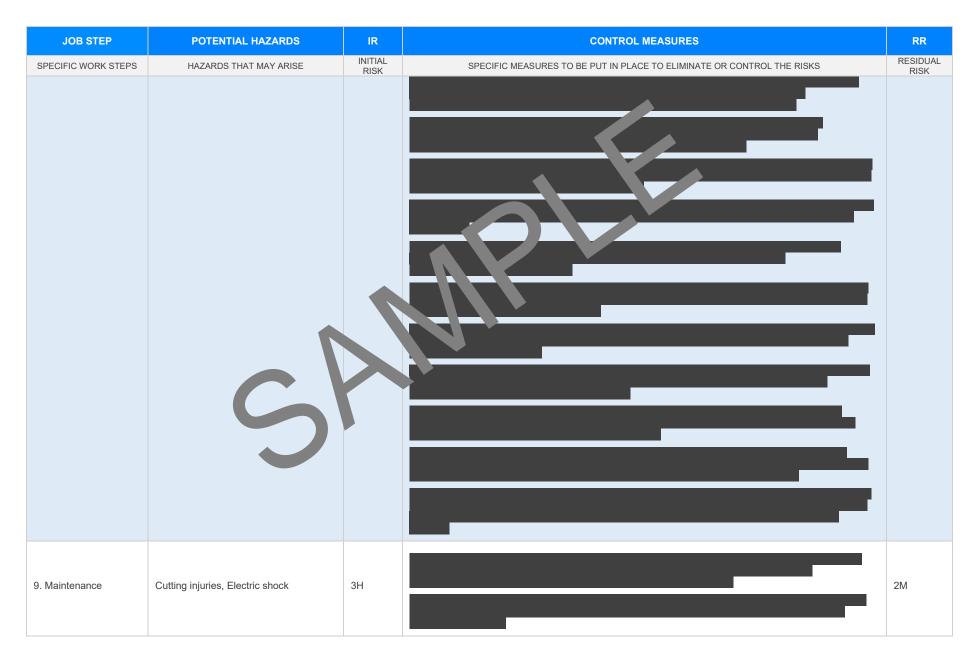


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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
6. Connecting power supply	Electric shock, Fire hazard	ЗН		2M
7. Operating system	Entanglement, Noise exposure	3H		2M





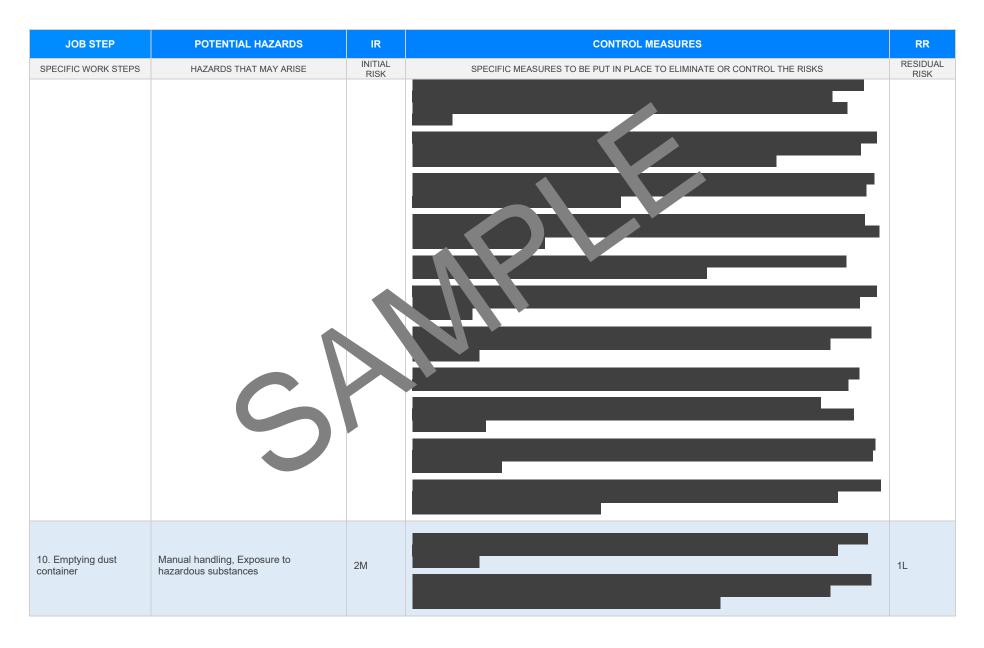




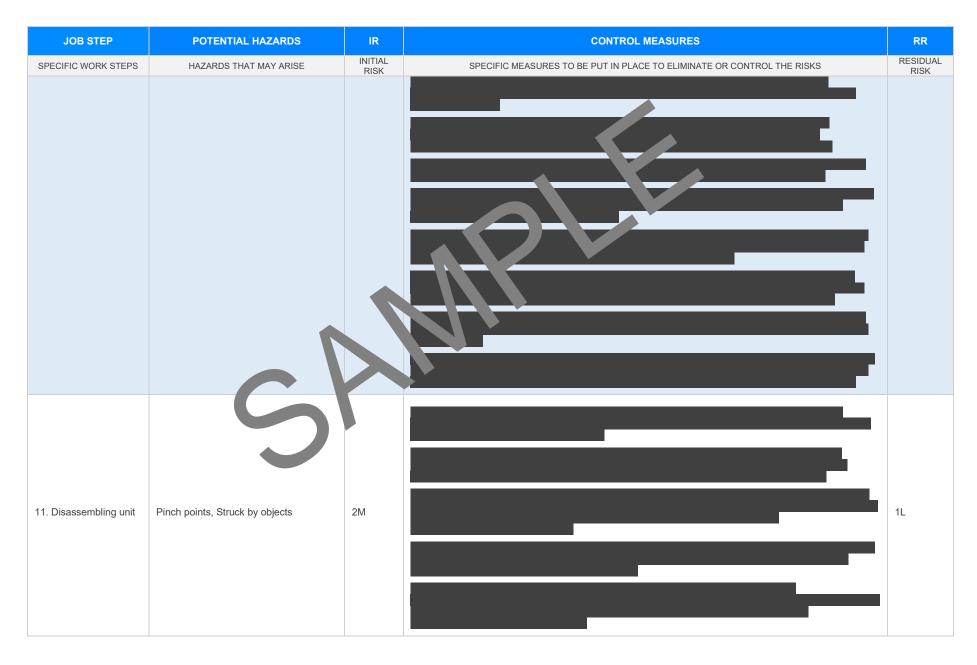
Version 2.5

Date of Issue:

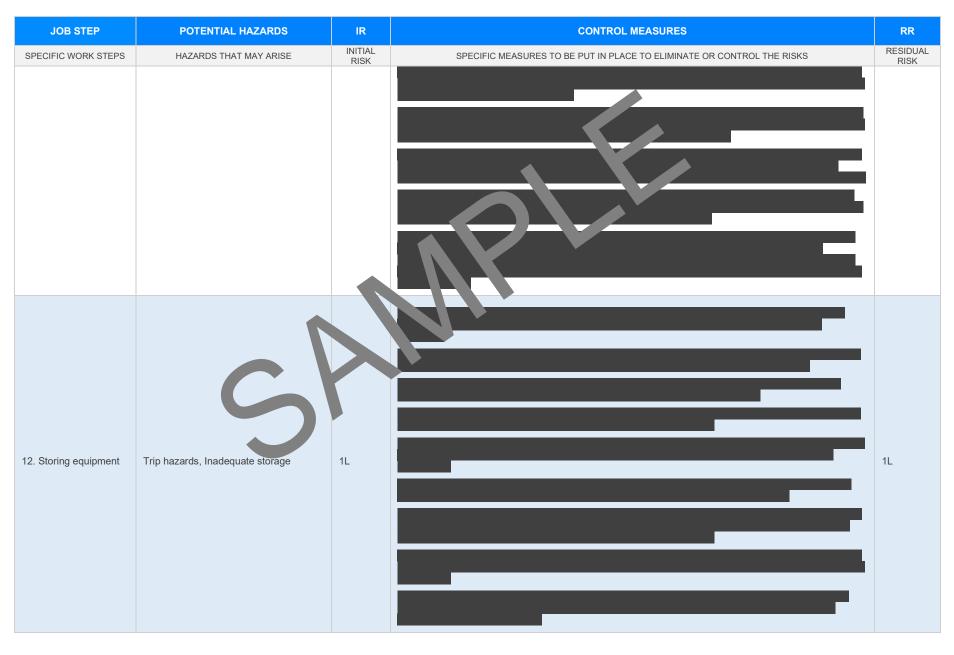












Version 2.5



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		



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 at Safety Act and Occupational Health and orfety orgulations 2017 Legis non VIC: <u>https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and- rulations</u> ordes of mactice VIC <u>autps://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 rach. Codes of Practice NSW: https://www.safework.nsw.gov.au/legal-obligations/legislati-codes-or rach.	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) Regulations 2015 Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance/weiplace-super-laws Codes of Practice NT: https://worksafe.nt.gov.au/formed-resourcestorestorestorestorestorestorestorestor	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 Work Health and Safety (Transitional) Regulations 2012 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 health and cafety consultation, construction 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

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.	\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 part 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 COM	DATE COMPLETED	