

Floor Maintenance and Cleaning Machinery | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Floor Maintenance and Cleaning Machinery

| | | |
|-------------------|--------|--------|
| Business Name: | ABN: | SWMS# |
| Business Address: | | |
| Contact Person: | Phone: | Email: |

THIS SAFE WORK METHOD STATEMENT IS APPROVED BY THE PCBU OF THIS 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 | **NAME OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE DEVELOPMENT AND APPROVAL OF THIS SWMS**

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.

| 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 |
| ALMOST CERTAIN | 3 HIGH | 3 HIGH | 4 ACUTE | 4 ACUTE | 4 ACUTE | | |
| 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 |

| HEIRARCHY OF CONTROLS | |
|--|--|
| Elimination Remove the hazard. | |
| Substitution Replace the hazard. | |
| Isolation Isolate People from the hazard | |
| Engineering Isolate the hazard. | |
| Administrative Change the work. | |
| PPE | |

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 |
| Pre-start planning and site assessment | <ul style="list-style-type: none"> Unidentified slip and trip hazards Hidden floor penetrations Unsealed electrical outlets Unauthorised public access Poor lighting levels Inadequate ventilation Unclear emergency egress routes | 3H | <ul style="list-style-type: none"> Inspect entire work area and identify slippery surfaces, uneven flooring, changes in level and confined spaces before bringing machinery onto site Isolate work zone using barricades, cones and warning tape to separate workers from public and other trades Display clear signage at all access points stating "Floor Maintenance In Progress – Slippery Surface – No Unauthorised Entry" Confirm emergency exits, fire extinguishers and first aid facilities are accessible and not blocked by cleaning equipment or hoses Check lighting levels and install portable 240 V work lights with RCD protection where visibility is inadequate Assess ventilation and, where using chemicals or generating dust, open doors/windows or install mechanical extraction fans Review relevant Safety Data Sheets (SDS) and manufacturer instructions for all chemicals and machinery to be used Schedule high-risk tasks (e.g. heavy industrial vacuuming, ride-on sweeper operation) outside peak pedestrian or production times DO NOT commence machine operations until site hazards have been documented and control measures agreed with the Person Conducting a Business or Undertaking (PCBU) | 2M |
| Machine selection and pre-use inspection | <ul style="list-style-type: none"> Incorrect machine selection Mechanical failure Electrical insulation damage Damaged hoses and fittings Unrated attachments Faulty braking systems on ride-on plant | 3H | <ul style="list-style-type: none"> Select cleaning machinery (floor polisher, scrubber, sweeper, industrial vacuum, wet and dry vacuum cleaner, automated cleaning robot) to match floor type, surface condition and task (e.g. grease removal, stone maintenance, etched pattern creating) Verify each machine has a current inspection tag or service record in line with manufacturer and site requirements Inspect power leads on vacuums, scrubbers and buffers for cuts, exposed conductors, damaged plugs and non-compliant repairs before each use Test operation of emergency stop buttons, dead-man controls, reversing alarms and park brakes on ride-on sweepers and scrubbers Check wheels, tyres, castors and steering mechanisms on pedestrian and ride-on machines for excessive wear, looseness or damage Confirm brushes, pads and industrial floor buffers are correctly rated, compatible with machine speed and securely fitted Inspect industrial vacuum tanks, hoses and filters for cracks, blockages or signs of previous over-pressurisation | 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"> • Ensure dust and HEPA filters are installed before operating vacuums or sweepers on fine dust or hazardous residues • DO NOT use any floor maintenance or cleaning machine that is out of test, missing guards, leaking fluids or labelled 'Out of Service' • Tag defective equipment 'Do Not Use' and report to supervisor for repair or replacement | |
| Electrical and power supply safety | <ul style="list-style-type: none"> • Electric shock from damaged cables • Overloaded power circuits • Water ingress into electrical components • Trip hazards from trailing leads • Unsafe use of extension leads | 4A | <ul style="list-style-type: none"> • Connect all corded equipment (floor scrubbers, polishers, vacuums, wet and dry vacuum cleaners) to general purpose outlets protected by tested residual current devices (RCDs) in accordance with AS/NZS 3760 • Inspect extension leads and power boards for damage, test tags and appropriate load rating before use • Route power leads overhead on cable hooks or along wall edges away from wet areas wherever practicable • Use heavy-duty commercial-grade, water-resistant plugs and connectors suitable for cleaning environments • Keep all jacks and pins off wet floors by suspending them or using elevated cable stands • Immediately wipe up spills around electrical equipment and dry surfaces before plugging in or unplugging machines • DO NOT use domestic powerboards, piggy-back adaptors or daisy-chain multiple powerboards for industrial cleaning equipment • DO NOT pull machines by their power cords or use cords as handles • Switch off and unplug machines at the outlet before changing pads, brushes, vacuum heads or conducting any maintenance | 2M |
| Chemical handling and surface preparation | <ul style="list-style-type: none"> • Chemical splash to eyes and skin • Inhalation of vapours or aerosols • Incompatible chemical mixing • Corrosion of metal surfaces • Fume build-up in poorly ventilated areas • Allergic reactions to cleaning agents | 4A | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> | 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 |
| | | | [REDACTED] | |
| Managing slippery surfaces and access control | <ul style="list-style-type: none"> • Slip on wet or polished floor • Trip over hoses or equipment • Uncontrolled pedestrian access • Vehicle and plant interaction with workers • Falls on stairs and ramps | 4A | [REDACTED] | 2M |
| Operating pedestrian floor machines | <ul style="list-style-type: none"> • Loss of control of machine • Contact with rotating brushes and pads • Impact with fixtures or people • Noise exposure • Manual handling strain | 3H | [REDACTED] | 2M |

SAMPLE

| 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 |
| | | | [REDACTED] | |
| Operating ride-on sweepers and scrubbers | <ul style="list-style-type: none"> • Collision with pedestrians • Unplanned vehicle movement • Rollover on ramps • Reduced visibility • Inhalation of airborne dust | 4A | [REDACTED] | 2M |
| Vacuuming and industrial suction operations | <ul style="list-style-type: none"> • Inhalation of fine dust • Blockages and hose failure • Projectile from blocked nozzle • Noise-induced hearing loss • Manual handling of full tanks | 3H | [REDACTED] | 2M |

SAMPLE

| 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 |
| | | | [REDACTED] | |
| Wet scrubbing, degreasing and grease removal | <ul style="list-style-type: none"> • Severely slippery degreased surfaces • Chemical burns from degreasers • Aerosolised contaminants • Contaminated runoff entering drains • Strain from scrubbing motions | 4A | [REDACTED] | 2M |
| Floor polishing, waxing and buffing | <ul style="list-style-type: none"> • Highly polished slippery surfaces • Fume exposure from waxes and sealers • Pad disintegration at speed • Contact with moving buffer heads • Trip hazards from applicator tools | 3H | [REDACTED] | 1L |

SAMPLE

| 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 |
| | | | [REDACTED] | |
| Etched pattern and stone metal maintenance | <ul style="list-style-type: none"> • Exposure to etching chemicals • Dust from stone and metal surfaces • Abrasive tool contact • Damage to decorative finishes • Flying chips and fragments | 3M | [REDACTED] | 2M |
| Automated and robotic cleaning equipment | <ul style="list-style-type: none"> • Unexpected robot movement • Collision with pedestrians • Obstruction-related stoppages • Sensor malfunction • Cyber or remote interference | 3H | [REDACTED] | 1L |

SAMPLE

| 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 |
| | | | [REDACTED] | |
| Manual handling and janitorial support tasks | <ul style="list-style-type: none"> • Musculoskeletal strain • Repetitive motion injury • Crush injury from tipping machines • Struck by falling tools • Fatigue and dehydration | 3H | [REDACTED] | 2M |
| Shutdown, cleaning and maintenance of equipment | <ul style="list-style-type: none"> • Unexpected start-up during maintenance • Contact with sharp debris • Exposure to contaminated waste • Slips from residual water and slurry • Battery charging hazards | 3H | [REDACTED] | 1L |

SAMPLE

| 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 |
| | | | | |

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 FOR 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 2025
 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) Regulation 2011
 Legislation NT: <https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws>
 Codes of Practice NT: <https://worksafe.nt.gov.au/factsheets-and-resources/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>

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>

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

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 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 are 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 |