



General Farm Maintenance Chemica	ls and Workshop SAFE V	VORK METHOD STATEMENT	(SWMS)
TASK OR ACTIVITY:	General Farm Maintenance Che	micals and Workshop	
Business Name:		ABN:	SWMS#
Business Address:			
Contact Person:	Phone:	E qil:	
THIS SAFE WORK METHOD	STATEMENT IS APPROVED BY	THE PCL OF THE ROJECT	
Under the Work Health and Safety Regulation (WHS Regulation), a person conduct the proposed work starts.	cting a business or undo	required to en. so that a safe work method	statement (SWMS) is prepared before
Full Name:			
Signature:		Title:	Date:
Details of the person(s) responsible for ensuring implementation, monitoring .	roliance the VMS a vell as review	s and modifications of the SWMS.	
Full Name:		Title:	Phone:
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS 5 MS M	NALE OF ALL RELEVANT PERSONN EVELOPMENT AND APPROVAL OF	EL WHO HAVE BEEN CONSULTED AND C THIS SWMS	OMMUNICATED TO IN THE
Safety meetings or toolbox talks will be sched and in account with gislative requirements to first identify any site hazards, so comparing those hazards and then to further take steps to either eliminate or continuous each hazard.			
If an incident or a near miss occurs, all work must sto, quately. 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.			

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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 CONSTRUCTOR	ON WO K BEIN O KRIED OUT
☐ involves a risk of a person falling more than 2 meters	☐ 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 integration of a functure	☐ 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 term — ov sup — rt 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	☐ 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 tha 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

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	RISK MATRIX									
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION		HEIRARCHY OF CONTROLS	
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE	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		Engineering Isolate the hazard.	
is the second m	otes on Hierarchy of Controls: Elimination methods are the most effective and preferrement of the second most effective method of controlling a hazard. Engineering by isolation is the virtual ost effective method of controlling a hazard. Engineering by isolation is the virtual ost effective method. PPE (Personal Protective Equation), the least effective									

				PERS		TIVE EQUIPM					
		Select the app	ropriate PPL	abo. ~uitab	ic or the equip	oment used or	the job task	being perform	ned (if applica	able).	
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	ARING STION	F' CTIO	RL PIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
Other PPE R	dequired:										
	Pe	ermit or Licen	ses Requirem	ents			Ma	indatory 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
Pre-start planning and induction	Unidentified site hazards Untrained personnel Inadequate emergency planning Poor communication between workers	3H	 Inspect work areas, chemical stores, work oup, effluent systems and access tracks before starting work and document site-specific hazards Review Safety Data Sheets (SDS) for all agr. the and veterinary chemicals to be used and confirm they are dated within the last 5 years Conduct pre-start toolbox take overing tasks, haze its, we other conditions, chemical use, plant use and emergency procedure Verify all work on old releant his risk work is nees, forklift tickets, telehandler competency, and farm vehicle authorations befor allocation of tar Confine all words are aducted into confirm WHS management system, site rules, traffic management plan accessing a confine and kits, eyewash stations, emergency showers, spill kits, fire extinguishers and mistor points and oriented workers on their locations Confine allability and contents of chemical spill kit, including absorbents, neutralisers, PPE and waste posal bags Dutermine weather-related limitations for chemical use (wind speed, temperature, rainfall forecasts) and record no-spray conditions DO NOT permit workers or contractors to start tasks until they have read, understood and signed onto the SWMS 	2M
Accessing site and traffic movement	 Unplanned vehicle movement Slips on uneven ground Collision with mobile plant Poor visibility at dawn or dusk 	3Н	 Assess access roads, tracks and yards for potholes, boggy ground, livestock and overhead obstructions before driving in Implement a simple traffic management plan showing parking areas, one-way routes and exclusion zones around workshops and chemical sheds Install temporary signage or witch's hats to mark no-go zones for pedestrians around moving tractors, Utes and loaders Instruct drivers to adhere to posted farm speed limits and reduce speed further in wet or dusty conditions Require all mobile plant to use reversing alarms, rotating beacons and working lights during operation near workers Park vehicles on level ground, apply park brake, select park/gear and chock wheels where there is any slope DO NOT allow passengers to ride on tractor steps, guards, forklift tynes or in the back of Utes without approved seating 	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 Wear lace-up safety boots with slip-resistant soles when moving around yards, workshops and chemical handling areas Plan pedestrian walkways that avoid travel behing oversing plant and mark them where practical Schedule high traffic activities (deliveries, lowers) during daylight where visibility is best	RESIDUAL RISK
Handling agvet chemicals in store	Toxic chemical exposure Corrosive liquid contact Vapour inhalation Chemical spills and leaks Incompatible chemical storage	4A	Store agricultural and veterinary chemicals in the sated, lockable, well-ventilated chemical shed with appropriate bunding and drainage control Segregate herbicides, insectively, veterinary medines as and oxidisers in accordance with SDS and Australian Dangerous Good (ADG) requirement. Install shelving an spill or or training and secure neavy containers at low level to prevent falling. Check all containers, drum and IBC for an age, leaks, missing labels or expired product before handli. Maile in the upint of the secure and ensure each product on the register has an accessible SDS at his pint of the sible. Use median all aids the trolleys, pallet jacks, forklifts) to move heavy drums instead of manual andling where assible. We contained a sistent gloves (e.g. nitrile or neoprene to suit product SDS), long sleeves, long pants and Asteroidal and the sistent gloves (e.g. nitrile or neoprene to suit product SDS), long sleeves, long pants and Asteroidal and representation to chemical stores and DO NOT allow decanting or mixing in contained, univentilated spaces. Install and maintain spill containment pallets under bulk containers and ensure bund capacity meets regulatory requirements. DO NOT store chemicals with food, animal feed or personal items and DO NOT store incompatible classes together as per SDS advice.	2M
Mixing and applying farm chemicals	Chemical splash to eyes Skin absorption of chemicals Inhalation of aerosol or dust Environmental contamination Incorrect mixing or dosage	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
Working around wells and windmills	Falls from height Fall into open we! Falling objects from structure Structural collapse Contact with moving windmill part	4A		2M
Farm workshop maintenance tasks	Entanglement in rotating tools Contact with sharp metal Flying particles from grinding Electric shock from equipment	3H		2M



JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE • Fire from hot work	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
Repairing farm structures and fences	Collapse of unstantage of	ЗН		1 L
Telemetry setup on farm equipment	Electrical shock from systems Falls from vehicles	3H		1L



JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE Unintended equipment movement Pinch points on machinery Data cabling trip hazards	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
Managing farm waste and recyclables	Cuts from scrap etal Exposure to shar, azarc Uncontrolled burning Vehicle collision at war area Chemical container residues	ЗН		1L
Effluent and liquid manure handling	Toxic gas exposureBiological pathogen exposureDrowning in ponds or pitsPump and agitator entanglement	4A		2M



POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
Slips on wet contaminated surfaces			
Groundwater coroning* Runoff into waterways Chemical reaction with ffluent Irrigation line blockage Exposure during spreading	ЗН		1L
Crush injuries from jacks	3H		2M
	• Groundwater coruminati • Runoff into waterways • Chemical reaction with • Irrigation line blockage • Exposure during spreading	• Groundwater coronination • Runoff into waterways • Chemical reaction with ffluent • Irrigation line blockage • Exposure during spreading INITIAL RISK INITIAL RISK INITIAL RISK INITIAL RISK	Sips on wet contaminated surfaces - Groundwater contaminated - Groundwater contaminated - Groundwater contaminated - Runoff into waterways - Chemical reaction with fluent - Exposure during spreading - Crush injuries from jacks 3H



JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE Contact with hot surfaces Oil and fuel spills High pressure fluid injection	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL
Clean-up, decontamination and storage	Residual chemica conto Cross-contamination of tools Inadequate decontamination of tools Unsecured hazardous materials Trip hazards from stored items	2M		1L









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. 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.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

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/legislati

Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/lis

Northern Territory

Work Health and Safety (National Uniform Legislation) Act 2011

Work Health and Safety (National Uniform Legislation) Regulation 201

Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance/wo_place-s____v-laws_

Codes of Practice NT: https://worksafe.nt.gov.au/f

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/le_lation

Codes of Practice for SA: https://www.safework.sa.gov.au/wor/ aces/codes-of-practice#COPs

Tasmania

Work Health and Safety Act 2012

Work Health and Safety (Transitional and Consequential Provisions) Act 2012

Work Health and Safety Regulations 2012

Work Health and Safety (Transitional) Regulations 2012

Legislation for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations

Codes of Practice for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.

Victoria

Or pational Health a. Safety Act J4

Occational Health and afety gulations 2017

Legis on VIC: https://www.sksafe.vic.gov.au/occupational-health-and-safety-act-and-

gulat

tes of actice VIC attps://www.worksafe.vic.gov.au/compliance-codes-and-codes-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

Safe Work Australia Links

Law and Regulation (All States): https://www.safeworkaustralia.gov.au/law-and-regulation Model Codes of Practice: https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice

Model Codes of Practice

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work





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

SAFE WORK IN THE STATEMENT MONITORING AND REVIEW

The SWMS must be reviewed regularly to make sure it remains fective of must be reviewed (and revised if necessary) if relevant control measures are rovised. The view respectively should be carried out in consultation with workers (including contractors as a sub-intractors 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 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 and 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:

- Spot Checks.
- 2. Consultation with workers, contractors and sub-contractors.
- 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							

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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.	7	
Provides a step-by-step process of tasks required to carry out the activity or task.	k	
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		
SWMS initial risk (IR) column as well as residual risk (RR) colum mpleted.	\boxtimes	
Check control measures added to the SWMS are the most effective selections.		
Responsible person is assigned and listed on the part of the important of	\boxtimes	
Permit or licenses requirements specified, sur 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 an onthe SWMS.	\boxtimes	
Describes any mandatory qualifications, experience, use or skills required to perform the work.	\boxtimes	
Applicable personal protective equipment is selected on the SWMS.		
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 REV	/IEWED
SIGNATURE	DATE COM	PLETED