Hazardous Substance	es   SAFE WORK METHOD	STATEMENT (SWMS)							
TASK	OR ACTIVITY: Hazardous Subst	ances							
Business Name:		ABN:	SWMS#						
Business Address:									
Contact Person:	Phone:	E fil:							
THIS SAFE WORK METHOD	STATEMENT IS APPRO								
Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or under the group of (Poul) 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 a	ppliance the VMS a well as review	s and modifications of the SWMS.							
Full Name:		Title:	Phone:						
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS MAN HAVE THE FOLLOWING COMMUNICATED	NALE 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 ad in account with egislative requirements to first identify any site hazards, such a company hica 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 alately. Depending on the severity of the incident, a meeting will be called with all workers to amend the SWMS if required. The meeting may also be an educational opportunity.									
Any changes made to the SWMS after an incident or a near miss must be approved by the Person Conducting Business or Undertaking and communicated to all relevant personnel.									
The SWMS must be kept and be available for inspection at least until the work is completed. Where a SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to which the SWMS relates, then the SWMS must be kept for at least two years from the occurrence of the notifiable incident.									



CLIENT OR PRINCIPAL	CONTRACTOR DETAILS
Client:	SCOPE OF WORKS
Project Name:	
Project Address:	
Project Manager:	
Contact Phone:	
Date SWMS supplied to Project Manager:	
ANY HIGH-RISK CONSTRUC	
☐ involves a risk of a person falling more than 2 meters	I is carried out on or near pressurised gas mains or piping
□ is carried out on a telecommunication tower	carried out on or near chemical, fuel or refrigerant lines
☐ involves demolition of an element of a structure that is load-bearing	□ is carried out on or near energised electrical installations or services
□ involves demolition of an element related to the physical integ. Y of a sucture	$\square$ is carried out in an area that may have a contaminated or flammable atmosphere
□ involves, or is likely to involve, disturbing asb	☐ involves tilt-up or precast concrete
involves structural alteration or repair that quires terrar by 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	000DF			HEIRARCHY OF CONTROLS				
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE	SCORE	SCORE	SCORE	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.				

						TIVE EQUIPM					
		Select the ap	propriate PPL	abo, ruitab	i or the equi	oment used or	the job task	being perform	ned (if applica	able).	
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION		P ECTION	R⊾ ⇒PIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
Other PPE Required:											
Permit or Licenses Requirements			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																													
			- Ensure that all personnel handling hazard substances have undergone adequate training, including identification and understanding of the spect hazards ociated with each substance.																														
			- Develop a comprehensive hazardous substance the entory which includes details of each hazardous substance, their storage requirements, and pote all risks.																														
			- Implement proper ventilation, all work areas when have ous substances are being used or stored, to ensure that airborne entrating do not exceed substances.																														
			- Establish approvate store e are of or each broardous substance based on their respective classification and compating ty construction																														
			- Proven and nontainer asserviced metaanical ventilation systems, including extraction fans and ducts, to remain hazaro comes from workspaces efficiently.																														
	Poor ventilation, Inadequate training et	2М	- Imple et regult maintenance schedule for ventilation equipment to ensure optimal performance and compliance in relevant Australian Standards.																														
1. Preparation			Regulary review ventilation system design to address any changes in the workplace or work processes, so to a ntinuously uphold safe practices during the handling of hazardous materials.	1L																													
П. ГТерагацоп			Encode, workers to report any issues with ventilation systems, and promptly attend to any reported ncerns.	IL.																													
																																- Puvide accessible Material Safety Data Sheets (MSDS) for all hazardous substances used in the workplace, and ensure workforce familiarity with interpreting the information provided.	
			- Conduct regular toolbox meetings with staff, focusing on updates related to safe handling procedures, Personal Protective Equipment (PPE) usage, and hazard communication.																														
										- Enforce the proper usage of PPE amongst workers who handle hazardous substances, in accordance with the MSDS recommendations and risk assessments.																							
			- Periodically review and update internal guidelines and procedures for hazard communication, incorporating feedback from workers to ensure continuous improvement.																														
			- Monitor and regulate the amount of hazardous substances utilised at any given time, so as to minimise the possibility of over-exposure to harmful chemicals in case of accidental spills or leaks.																														
			- Establish effective monitoring and evaluation processes for hazardous substance handling, ensuring adherence to established safety protocols and promoting an environment of accountability amongst workers.																														
2. Storage	Improper container labeling, Spillage	ЗH	<ul> <li>Ensure proper labeling of containers: All containers storing hazardous substances must have clear, accurate, and compliant labels that indicate the substance's name, chemical properties, and any necessary hazard warnings.</li> </ul>	1L																													

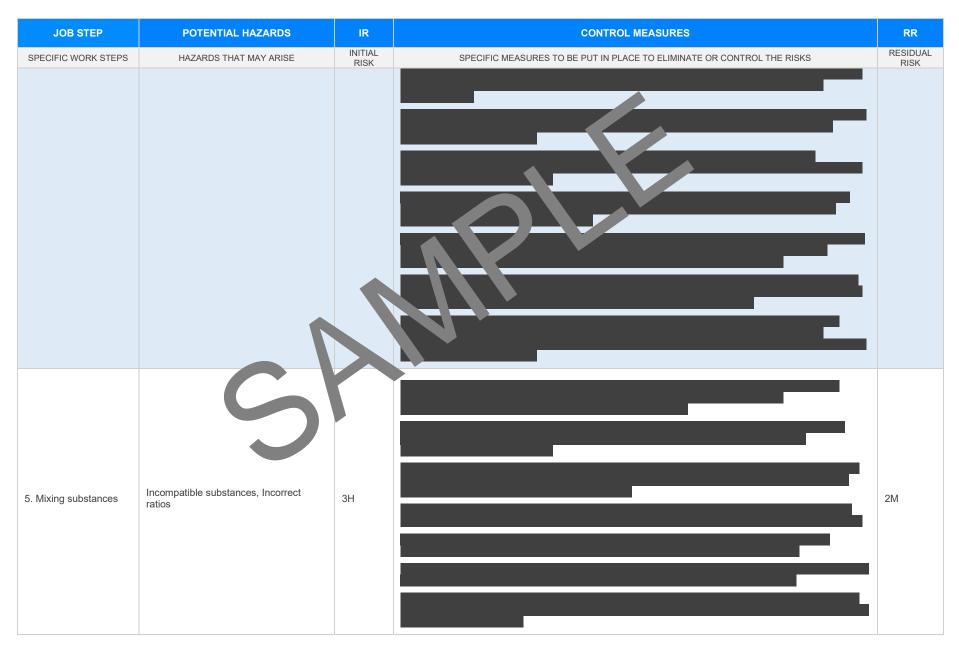


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE INITIA		SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			- Store substances in appropriate containers: Use appropriate storage containers that are specifically designed for holding hazardous substances, taking into account factors such as compatibility, material specifications, and seal integrity.	
			- Segregate incompatible substances: Separate and store incompatible hazardous substances as per SDS guidelines to prevent cross-contaming a and adverse reactions.	
			- Install spill containment measures: Set up scondard ontainment systems (such as bunding, spill pallets or trays) to contain potential spills and prove them from spreading.	
			- Maintain a clean and organ and storage area: Recutarly instruct, tidy, and maintain the storage areas to ensure that spills or leaks do her accumulate over the storage areas to accumulate over the storage areas areas to be accumulate over the storage areas are	
			- Implement regular soperation solutions: Regularly check containers and storage infrastructure for signs of damage or track, ensure that prential issue are addressed promptly.	
			- Train employees on hancing hazaro, and estances: Provide appropriate training to all employees who hand to have bees nazardous substances, so they understand the risks and the proper procedures for stars, and having.	
			- Limit accepto autorised personnel only: Keep the hazardous substance storage area restricted to trained and a porised prisonnel to minimise the risk of mishandling or unauthorised entry.	
			Post cluer signere: Display appropriate hazard warning signs and emergency contact information in cluer proving to use storage area, ensuring easy visibility and access.	
			Implement proper ventilation: Ensure proper ventilation in storage areas to avoid the build-up of harmful tes or gases from hazardous substances.	
			- Wear PPE during handling: Employees handling hazardous substances should always wear appropriate Personal Protective Equipment (PPE), including gloves, goggles, and respirators when necessary.	
	G		<ul> <li>Develop an emergency response plan: Have a well-defined emergency response plan in place for incidents involving hazardous substances, including spill response, evacuation procedures, and emergency contacts.</li> </ul>	
			- Maintain an up-to-date inventory: Keep a current and accurate inventory of hazardous substances stored in your facility to ensure compliance and facilitate quick response during an emergency.	
			- Dispose of hazardous waste responsibly: Follow regulatory guidelines for disposal or recycling of hazardous waste, using authorised waste management companies to handle these materials appropriately.	
			<ul> <li>Proper PPE: Ensure all workers are equipped with appropriate personal protective equipment, such as gloves, safety glasses, and respiratory protection, before handling any hazardous substances.</li> </ul>	
3. Handling	Direct skin contact, Inhalation	ЗH	- Ventilation: Ensure sufficient ventilation is available in the work area to minimise inhalation hazards. If ventilation is not adequate, portable ventilation systems can be provided.	2M
Ŭ			- Training: Provide training for all workers on handling hazardous substances safely, including understanding labels, SDS, and proper storage requirements.	
			- Emergency procedures: Establish emergency response plans and train workers on how to respond in case of spills, leaks or other incidents involving hazardous substances.	



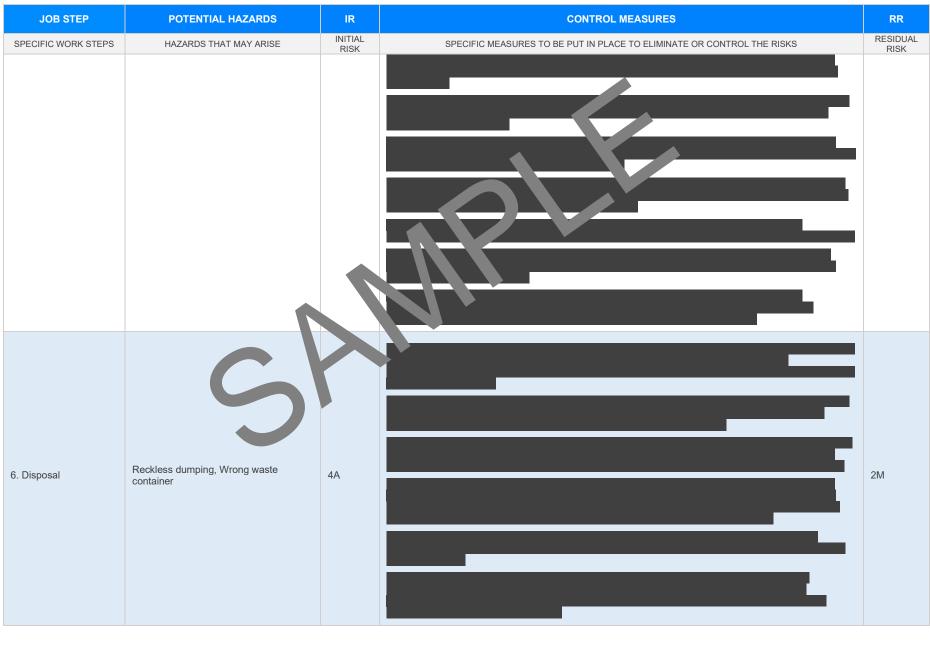
JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			- Storage: Store hazardous substances properly using suitable containers, well-ventilated cabinets, and/or designated areas away from ignition sources.	
			- Substance labeling: Label all hazardous substance appropriately with information about its contents, hazard classification, and necessary precaution	
			- Spill kits: Place spill kits and response equipment nearboar immediate use in case of an accidental release of hazardous substances.	
			- Hazardous waste disposal: Arrange proper dis wal methods for hazardous waste products to prevent environmental contamination	
			- Limit exposure: Minimise the two workers spend it would with hazardous substances by providing tools, equipment would request at reduce direct contact.	
			- First aid: Montain fully stored firsted kits in the workplace and train workers in basic first aid procedures recent to haze ous substance aposure.	
			- End the good of the practices: Advise workers to wash their hands thoroughly after handling hazar to substant s and before breaks/eating to minimise skin exposure.	
			- Period s in pections, conduct regular inspections to ensure that control measures are implemented effective and posistery.	
			- port pident. Create a system for reporting any incidents or near-misses involving hazardous substance is that lessons can be learned and improvements made to future handling practices.	
	G			
4. PPE Usage	Incorrect PPE selection, Damaged PPE	2M		1L



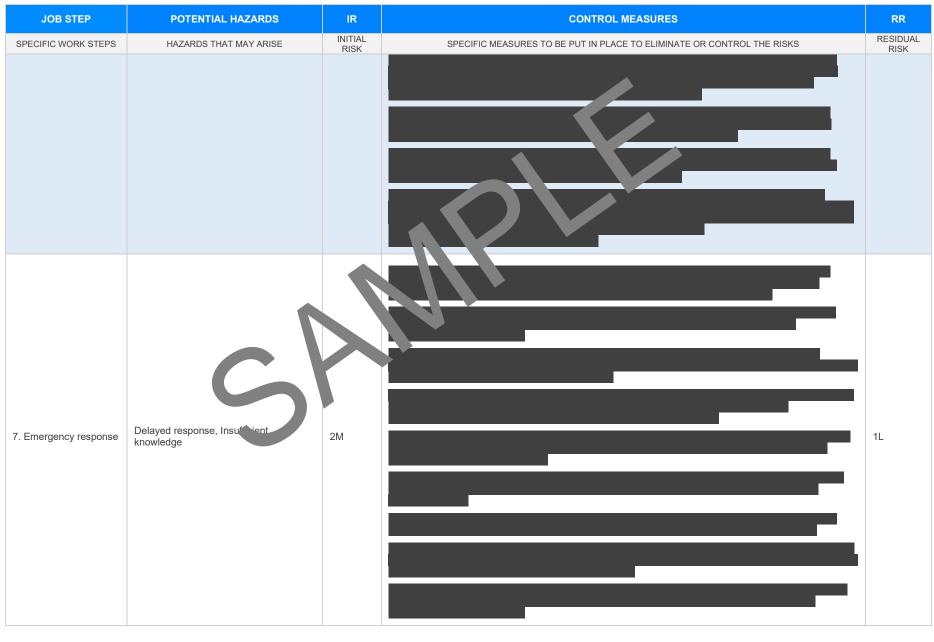


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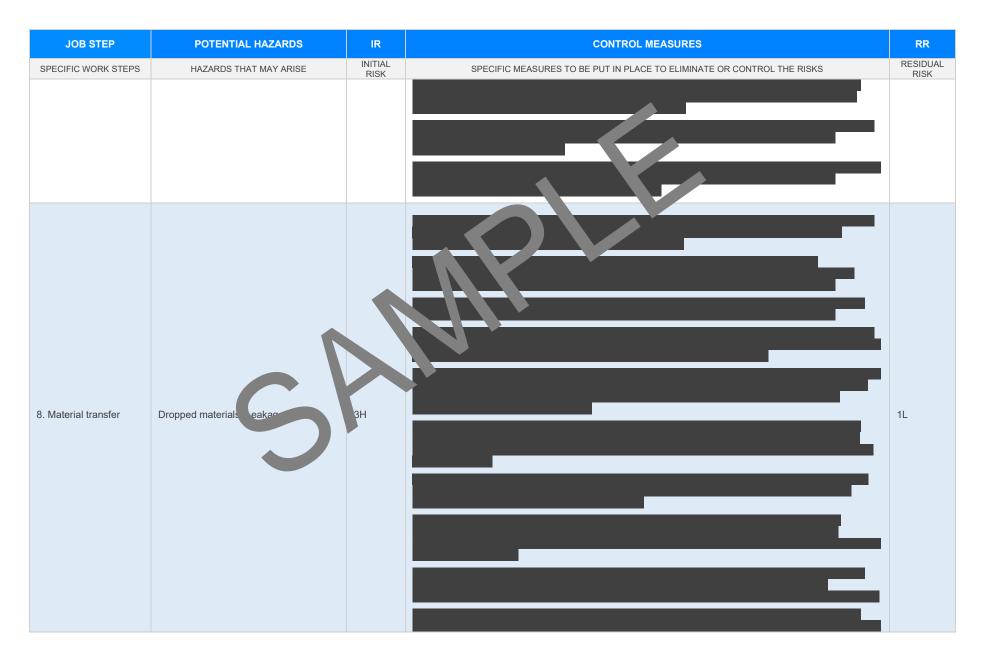




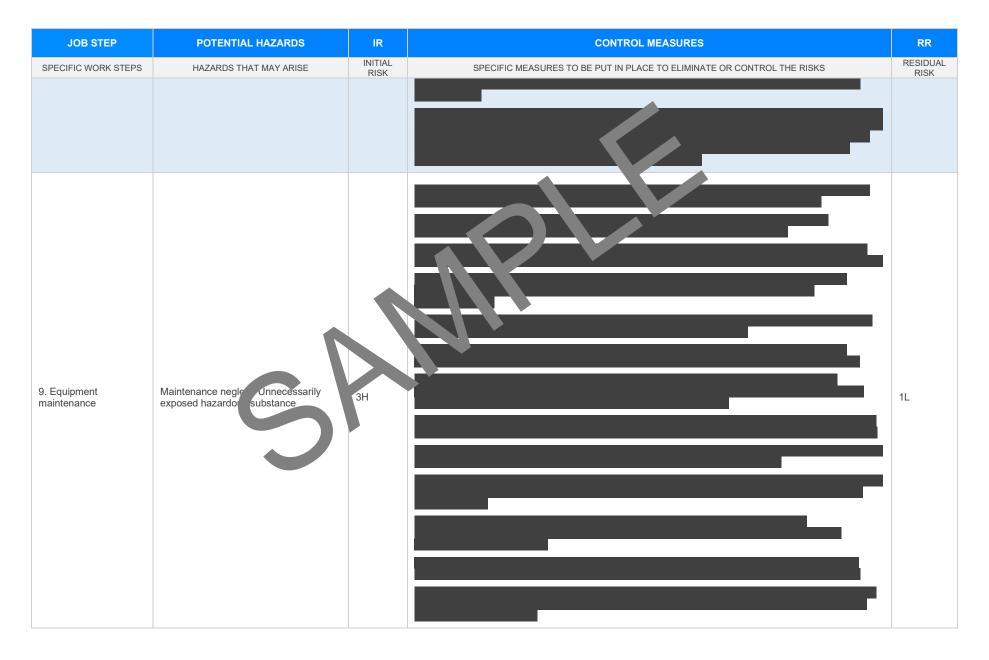


Version 2.5











	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
10. Decontamination	Ineffective cleaning methods, Re-using contaminated equipment	2М		1
11. Inspection	Missed inspections, Rushing through inspection procedures	ЗH		2M





Version 2.5

Date of Issue:



JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK



#### **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 LEGISL	ATIVE REFERENCES ANY STATE AT ARE NOT APPLICABLE
Queensland & Australian Capital Territory Work Health and Safety Act 2011 Work Health and Safety Regulations 2011 Legislation QLD: https://www.worksafe.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 at Safety Act and 4 Occupational Health and an effective gulations 2017 Legistron VIC: <u>https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and- gulations</u> of the source 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: <a href="https://www.safework.nsw.gov.au/legal-obligations/legislative">https://www.safework.nsw.gov.au/legal-obligations/legislative</a> Codes of Practice NSW: <a href="https://www.safework.nsw.gov.au/resource-library/lis">https://www.safework.nsw.gov.au/legal-obligations/legislative</a>	Western Australia Work Health and Safety Act 2020 Work Health and Safety Regulations 2022 Legislation Western Australia: <u>https://www.commerce.wa.gov.au/worksafe/legislation</u> Codes of Practice WA: <u>https://www.commerce.wa.gov.au/worksafe/codes-practice</u>
Northern Territory Work Health and Safety (National Uniform Legislation) Act 2011 Work Health and Safety (National Uniform Legislation) Regulation 2015 Legislation NT: <u>https://worksafe.nt.gov.au/laws-and-compliance/workplace-serve-laws</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/formediateserve-laws</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- codes-of-practice</u>
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/legulation Codes of Practice for SA: https://www.safework.sa.gov.au/work_aces/codes-of-practice#COPs Tasmania Work Health and Safety Act 2012	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
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: <u>https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations</u> Codes of Practice for TAS: <u>https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice</u>	<ul> <li>Hazardous manual tasks</li> <li>Managing the risk of falls in housing construction</li> <li>Managing electrical risks in the workplace</li> <li>Demolition work</li> <li>Excavation work</li> <li>Work health and safety consultation, cooperation and coordination</li> </ul>
Details of permits, licenses or access required by regulatory bodies (add or delete as required): - Permits from local council - Authorisation to commence work - Any required documents.	<ul> <li>Managing the work environment and facilities</li> <li>How to manage work health and safety risks</li> <li>Managing risks of plant in the workplace</li> <li>Construction work</li> </ul>



#### SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

The signed and dated personnel listed below have cooperated in the consultation and development of this Safe Work Method Statement which has been approved by the Person/s Conducting a Business or Undertaking (PCBU). In signing this Safe Work Method Statement each individual acknowledges and confirms that they have read this SWMS in full, having raised any questions for items on this Safe Work Method Statement that require clarification, and confirms that they are competent, skilled and knowledgeable for the task assigned to them. Every person acknowledges that they have received the relevant training and gualifications where required, before carrying out any work contained in this Safe Work Method Statement. By signing this Safe Work Method Statement each individual agrees to work safely, to follow any safe work instructions which are provided, and agrees to use all Personal Protective Equipment where appropriate.

Worker Name	Signature	Date

#### SAFE WORK N THE ST ATEM ANT MONITORING AND REVIEW

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 Vb 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 selection	$\boxtimes$	
Responsible person is assigned and listed on the part the importation ontrol 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 CO	MPLETED