

## Metal Sputtering Operation | SAFE WORK METHOD STATEMENT (SWMS)

### TASK OR ACTIVITY: Metal Sputtering Operation

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

### THIS SAFE WORK METHOD STATEMENT IS APPROVED BY THE PCBU OF THE 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

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.

### NAME OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE DEVELOPMENT AND APPROVAL OF THIS SWMS

### 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	HEIRARCHY OF CONTROLS	
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE			 <p><b>Elimination</b> Remove the hazard.</p> <p><b>Substitution</b> Replace the hazard.</p> <p><b>Isolation</b> Isolate People from the hazard</p> <p><b>Engineering</b> Isolate the hazard.</p> <p><b>Administrative</b> Change the work.</p> <p><b>PPE</b></p>	
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		

**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
1. Preparation	Untrained staff, Improper handling of materials	3H	<ul style="list-style-type: none"> <li>- Conduct comprehensive training sessions for all staff involved in metal sputtering operations to ensure they are fully aware of the processes and safety protocols.</li> <li>- Provide regular refresher courses for employees to keep them updated on new procedures and equipment.</li> <li>- Implement a buddy system for new or less experienced staff members, pairing them with seasoned personnel for guidance and oversight.</li> <li>- Develop and issue a detailed Standard Operating Procedure (SOP) for preparation tasks, ensuring all employees have easy access to this document.</li> <li>- Display clear visual references and signage around workstations detailing key steps, hazards, and safety measures related to handling materials.</li> <li>- Require employees to perform a pre-operation checklist prior to starting any preparation task to ensure readiness and safe conditions.</li> <li>- Ensure that all materials are labelled accurately and stored correctly to prevent mishandling and corrosion during the preparation stage.</li> <li>- Use ergonomic tools and mechanical aids where possible to minimise manual handling risks and reduce strain injuries among workers.</li> <li>- Allocate sufficient space for materials and tools used in the preparation phase to prevent clutter and potential spills or falls.</li> <li>- Conduct risk assessments before beginning the work to identify specific hazards and customise control measures accordingly.</li> <li>- Equip all employees with appropriate Personal Protective Equipment (PPE) relevant to the preparation phase, such as gloves and eye protection, and ensure its correct use.</li> <li>- Initiate a protocol for immediate reporting and addressing of any incidents or near misses to continuously improve safety practices.</li> <li>- Regularly review and update training materials and safety protocols in response to changes in equipment, regulations, or identified hazards.</li> </ul>	1L
2. Positioning Equipment	Moving heavy equipment, Unexpected machine start	3H	<ul style="list-style-type: none"> <li>- Conduct a risk assessment prior to moving equipment to identify potential hazards and implement appropriate control measures.</li> <li>- Use mechanical lifting aids such as forklifts or pallet jacks to move heavy equipment, reducing the need for manual handling.</li> <li>- Ensure all operators of lifting equipment are trained and competent in their use.</li> <li>- Implement a clear communication system among team members during equipment movement to prevent misunderstandings.</li> </ul>	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"> <li>- Establish exclusion zones around areas where equipment is being moved to keep non-essential personnel at a safe distance.</li> <li>- Conduct pre-start checks on machinery to ensure it is in good working condition and that safety features are operational.</li> <li>- Display clear signage to warn of moving equipment hazards and restricted access areas.</li> <li>- Use wheel chocks or stabilisers to secure equipment once it is in place to prevent unintentional movement.</li> <li>- Lock out/tag out equipment to prevent unexpected machine start-up during positioning and maintenance tasks.</li> <li>- Provide personal protective equipment such as steel-capped boots, gloves, and high-visibility vests to enhance worker safety.</li> </ul>	
3. Commissioning	High voltage, Mechanical hazards	4A	<ul style="list-style-type: none"> <li>- Conduct a thorough risk assessment of the high voltage and mechanical systems before commissioning.</li> <li>- Ensure all personnel involved have received proper training on safety procedures specific to metal sputtering operations.</li> <li>- Use lock out/tag out procedures to ensure that electrical circuits are de-energised during setup before commissioning starts.</li> <li>- Install physical guarding around mechanical moving parts to prevent accidental contact during operation.</li> <li>- Provide personal protective equipment such as insulated gloves, face shields, and protective clothing designed to handle potential electrical hazards.</li> <li>- Ensure that all tools and equipment used are in good condition and appropriately rated for high voltage activities.</li> <li>- Clearly label all high voltage components and control panels, and restrict access to trained and authorised personnel only.</li> <li>- Develop and implement an emergency response plan specifically addressing potential incidents during commissioning.</li> <li>- Ensure adequate cooling systems are operational to mitigate overheating risks of equipment.</li> <li>- Regularly inspect and maintain ventilation systems to ensure the safe dispersal of any potentially hazardous fumes generated.</li> <li>- Install residual current devices (RCDs) to quickly disconnect power in the event of a fault.</li> <li>- Verify that isolation switches for both electrical and mechanical components are clearly marked and easy to access.</li> <li>- Employ proper grounding techniques for equipment and systems to prevent electrical shock hazards.</li> <li>- Conduct pre-commissioning meetings to discuss potential hazards and establish communication protocols among team members.</li> </ul>	2M
4. Operational Checks	Exposure to high noise, Wrong operating procedures	3H		2M



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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. Process Monitoring	Microwaves radiation, Heat dissipation	3H		2M
7. Material Transfer	Heavy lifting, Slippery surfaces	2M		1L



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[illegible]

ilations for explosion 3H



SAFETY DATA SHEET

1. Identification

1.1 Product name: [REDACTED]

1.2 Other names: [REDACTED]

1.3 Synonyms: [REDACTED]

1.4 CAS number: [REDACTED]

1.5 EC number: [REDACTED]

1.6 Other identifiers: [REDACTED]

2. Hazard identification

2.1 Hazard statements: [REDACTED]

2.2 Precautionary statements: [REDACTED]

2.3 Signal words: [REDACTED]

2.4 Hazard pictograms: [REDACTED]

2.5 Other hazard information: [REDACTED]

3. Composition

3.1 Chemical composition: [REDACTED]

3.2 Physical composition: [REDACTED]

3.3 Other composition information: [REDACTED]

4. First aid measures

4.1 Inhalation: [REDACTED]

4.2 Skin contact: [REDACTED]

4.3 Eye contact: [REDACTED]

4.4 Ingestion: [REDACTED]

4.5 Other first aid measures: [REDACTED]

5. Fire fighting measures

5.1 Flammability: [REDACTED]

5.2 Flash point: [REDACTED]

5.3 Auto-ignition temperature: [REDACTED]

5.4 Decomposition temperature: [REDACTED]

5.5 Other fire fighting measures: [REDACTED]

6. Accidental release measures

6.1 Spill containment: [REDACTED]

6.2 Cleanup procedures: [REDACTED]

6.3 Other accidental release measures: [REDACTED]

7. Handling and storage

7.1 Handling instructions: [REDACTED]

7.2 Storage conditions: [REDACTED]

7.3 Other handling and storage information: [REDACTED]

8. Exposure controls

8.1 Occupational exposure limits: [REDACTED]

8.2 Engineering controls: [REDACTED]

8.3 Personal protective equipment: [REDACTED]

8.4 Other exposure controls: [REDACTED]

9. Physical and chemical properties

9.1 Physical properties: [REDACTED]

9.2 Chemical properties: [REDACTED]

9.3 Other physical and chemical properties: [REDACTED]

10. Stability and reactivity

10.1 Stability: [REDACTED]

10.2 Reactivity: [REDACTED]

10.3 Other stability and reactivity information: [REDACTED]

11. Toxicological information

11.1 Acute toxicity: [REDACTED]

11.2 Chronic toxicity: [REDACTED]

11.3 Other toxicological information: [REDACTED]

12. Environmental information

12.1 Environmental fate: [REDACTED]

12.2 Ecotoxicity: [REDACTED]

12.3 Other environmental information: [REDACTED]

13. Regulatory information

13.1 Regulatory requirements: [REDACTED]

13.2 Other regulatory information: [REDACTED]

14. Other information

14.1 Other information: [REDACTED]

15. Safety data sheet information

15.1 Safety data sheet version: [REDACTED]

15.2 Safety data sheet date: [REDACTED]

15.3 Safety data sheet author: [REDACTED]

15.4 Safety data sheet reviewer: [REDACTED]

15.5 Safety data sheet approval: [REDACTED]

15.6 Safety data sheet revision: [REDACTED]

15.7 Safety data sheet comments: [REDACTED]

15.8 Safety data sheet history: [REDACTED]

15.9 Safety data sheet contact information: [REDACTED]

15.10 Safety data sheet disclaimer: [REDACTED]

15.11 Safety data sheet footer: [REDACTED]

15.12 Safety data sheet header: [REDACTED]

15.13 Safety data sheet title: [REDACTED]

15.14 Safety data sheet subtitle: [REDACTED]

15.15 Safety data sheet page number: [REDACTED]

15.16 Safety data sheet page count: [REDACTED]

15.17 Safety data sheet page size: [REDACTED]

15.18 Safety data sheet page orientation: [REDACTED]

15.19 Safety data sheet page color: [REDACTED]

15.20 Safety data sheet page background: [REDACTED]

15.21 Safety data sheet page font: [REDACTED]

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15.26 Safety data sheet page font family: [REDACTED]

15.27 Safety data sheet page font encoding: [REDACTED]

15.28 Safety data sheet page font metrics: [REDACTED]

15.29 Safety data sheet page font features: [REDACTED]

15.30 Safety data sheet page font settings: [REDACTED]

15.31 Safety data sheet page font options: [REDACTED]

15.32 Safety data sheet page font properties: [REDACTED]

15.33 Safety data sheet page font attributes: [REDACTED]

15.34 Safety data sheet page font characteristics: [REDACTED]

15.35 Safety data sheet page font details: [REDACTED]

15.36 Safety data sheet page font description: [REDACTED]

15.37 Safety data sheet page font definition: [REDACTED]

15.38 Safety data sheet page font explanation: [REDACTED]

15.39 Safety data sheet page font interpretation: [REDACTED]

15.40 Safety data sheet page font understanding: [REDACTED]

15.41 Safety data sheet page font knowledge: [REDACTED]

15.42 Safety data sheet page font wisdom: [REDACTED]

15.43 Safety data sheet page font insight: [REDACTED]

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f PPEs

3H

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
			<div>SAMPLE</div> <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>	
18. Completion of Work	Faulty equipment left at the workplace, uncontrolled release of substances	3H	<div>SAMPLE</div> <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>	1L

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
19. Reporting	Failure to report, Incorrect documentation	2M		1L
20. Review and Improvement	Non-compliance with (continuous) improvement practices, Negligence during review process	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 IF 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>

### 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/legislation>

Codes of Practice NSW: <https://www.safework.nsw.gov.au/resource-library/list-codes-of-practice>

### Northern Territory

Work Health and Safety (National Uniform Legislation) Act 2011

Work Health and Safety (National Uniform Legislation) Regulations 2011

Legislation NT: <https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws>

Codes of Practice NT: <https://worksafe.nt.gov.au/laws-and-compliance/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>

### 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

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>

### 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	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 checked="" 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 as 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		
SIGNATURE		
DATE REVIEWED		
DATE COMPLETED		