



Monitoring Environmental	mpacts   SAFE WORK ME	THOD STATEMENT (SWMS)	
TASK OR A	CTIVITY: Monitoring Environme	ntal Impacts	
Business Name:		ABN:	SWMS#
Business Address:			
Contact Person:	Phone:	E jil:	
THIS SAFE WORK METHOD	STATEMENT IS APPROTO BY	THE PCL OF THE ROJECT	
Under the Work Health and Safety Regulation (WHS Regulation), a person conduct the proposed work starts.	eting a business or under a (PC 1) is	required to en that a safe work method s	statement (SWMS) is prepared before
Full Name:			
Signature:	NY	Title:	Date:
Details of the person(s) responsible for ensuring implementation, monitoring a	opliance the VMS a well as review	s and modifications of the SWMS.	
Full Name:		Title:	Phone:
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS S VMS MY HAVE THE FOLLOWING COMMUNICATED	NA, 2 OF ALL RELEVANT PERSONNI EVELOPMENT AND APPROVAL OF	EL WHO HAVE BEEN CONSULTED AND CO	OMMUNICATED TO IN THE
Safety meetings or toolbox talks will be sched ed in accomply with gislative requirements to first identify any site hazards, hazards and then to further take steps to either eliminate or continuate hazard.			
If an incident or a near miss occurs, all work must sto, 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.			

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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 BIOK CONSTRUCTOR	NAME OF THE POLIT
ANY HIGH-RISK CONSTRUCTOR	N WC & BEIN C ARIED 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	$\square$ is carried out on or near energised electrical installations or services
☐ involves demolition of an element related to the physical integral 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 — v 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 that. tunnel involving use of explosives	☐ is carried out in areas with artificial extremes of temperature.
$\square$ is carried out in or near water or other liquid that involves a risk of drowning.	☐ involves diving work.
ANY HIGH-RISK MACHINER	Y 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 before 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	rchy of Controls: ost effective metho nging the work is th	d of controlling a	hazard. Enginee	ering by isolati	on is the in ost e	en 'ive, while	rd. Substitution Administrative effective	Administrative Change the work.  PPE		

				PERS		TIVE EQUIPM					
		Select the app	propriate PPL	abo√ ≃uitab	ic or the equi	pment used or	the job task	being perforr	ned (if applica	ıble).	
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING ETION	P ECTION	R PIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
Other PPE R	Required:										
	Pe	ermit or Licen	ses Requirem	ents		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
		RISK	<ul> <li>Conduct a thorough risk assessment to ideally potential harmful substances and plan mitigation strategies.</li> <li>Implement proper training for all staff on harm consizardous materials and using protective equipment.</li> <li>Use appropriate Personal Folitective Equipment (PE) such angloves, masks, and goggles specific to the substances being handled.</li> <li>Establish clear products of for some equipment operation, including proper start-up and shutdown protocols.</li> <li>Ensure that comachines and equipment of equipment serviced and maintained according to many futurer go telines.</li> <li>Post is a significant owarn of hazards related to harmful substances and equipment areas.</li> <li>Installa not gullarly ast ventilation systems to reduce inhalation risks from airborne contaminants.</li> </ul>	RISK
	5		Ensured afe's trage of marmful substances, using clearly labelled containers in well-ventilated areas sourced trainst rauthorised access.  Prove ditable spill kits and response protocols to manage accidental releases quickly and effectively.  evelop an emergency response plan specifically addressing incidents involving dangerous substances are equipment mishaps.  Conduct regular audits of the work site to ensure compliance with safety procedures and rectify any deviations promptly.  Limit exposure time to potentially harmful environments by rotating duties among staff where possible.  Utilise monitoring systems to detect unsafe levels of hazardous substances in the air and take corrective actions when necessary.  Encourage a culture of safety where employees are empowered to report hazards or unsafe conditions without fear of reprisal.	
			<ul> <li>Conduct a thorough risk assessment of the area before commencing surveillance activities to identify potential trip hazards and foreign objects.</li> <li>Ensure that all employees wear appropriate Personal Protective Equipment (PPE), including sturdy footwear with non-slip soles, to prevent trips and falls.</li> <li>Keep walkways, paths, and areas of surveillance clear of unnecessary equipment and obstacles to minimise tripping risks.</li> <li>Use high-visibility safety signage to mark uneven surfaces or any specific hazards within the surveillance area.</li> <li>Train employees on proper surveillance techniques and safe walking practices to help them stay aware of their surroundings and avoid tripping.</li> </ul>	

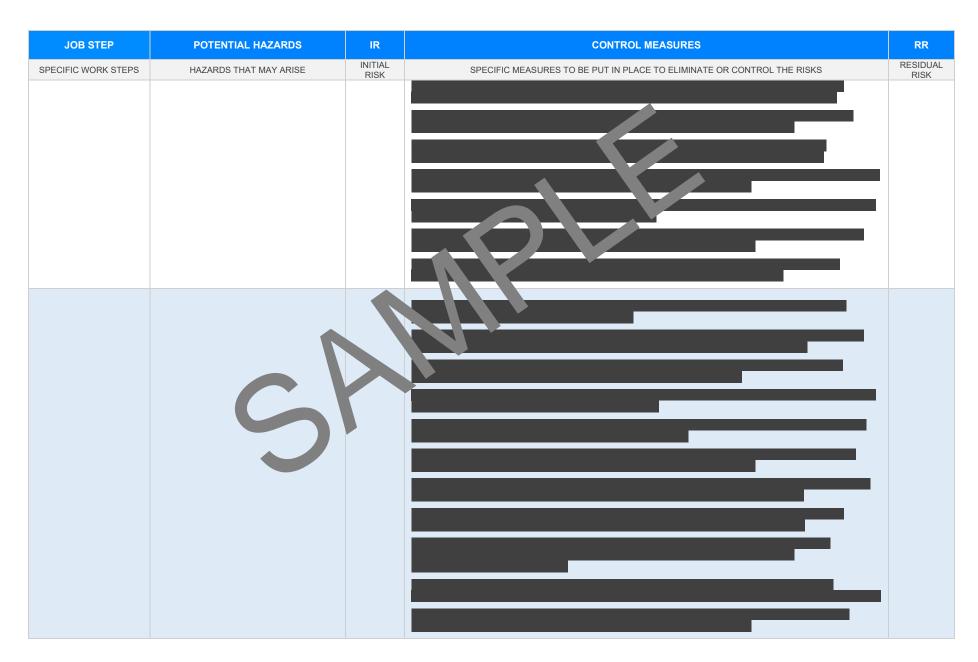


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	SPECIFIC WORK STEPS HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			- Maintain adequate lighting in the surveillance area to ensure all potential hazards are clearly visible.	
			- Assign an experienced supervisor to monitor compliance with safety protocols and provide guidance as needed.	
			- Implement a regular inspection schedule to schedule to schedule and address any changes or emerging risks in the area.	
			- Ensure all tools and equipment used during we have are stored safely when not in use to prevent obstruction.	
			- Use cones or barriers to ten a rarily cordon off and a under joing maintenance or cleaning to prevent unauthorised access and reduce azard exposure.	
			- Develop emerges y response produces for incidents involving trips and falls or exposure to foreign objects, ensuring all staff k v how response propriately.	
			- Encorage stato report any hazard a lear-miss incident immediately so appropriate action can be taken a citify in the control of the control	
			- Encourage a culture of safety awareness by regularly reviewing and discussing lessons learned from past inclient and improvement measures.	
			- aduct egular spections and maintenance of equipment to ensure it is in good working condition and promitive dress any faults or defects.	
			Provide comprehensive training for staff on the correct operation, handling, and maintenance of specific exponent used for monitoring environmental impacts.	
			Ensure only qualified and authorised personnel operate equipment, verifying their competence through assessments.	
	5		- Develop and implement a clear procedure for reporting and addressing equipment malfunctions or failures.	
			- Use equipment that meets Australian safety standards and has relevant certifications for environmental monitoring tasks.	
			- Implement a tagging system to identify equipment that is under repair or undergoing maintenance, preventing its use until deemed safe.	
			- Maintain an updated inventory list of all equipment and conduct regular audits to ensure compliance and readiness.	
			- Provide Personal Protective Equipment (PPE) for operators, such as gloves and protective eyewear, when handling certain types of equipment.	
			- Incorporate ergonomic principles into the design and arrangement of equipment to prevent strain or injury during use.	
			- Display clear operating instructions and safety warnings on all equipment and within operating areas.	
			- Supervise initial equipment usage by individuals new to the site or equipment until they demonstrate safe handling techniques.	



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			- Establish an emergency response plan specific to equipment-related incidents, ensuring all team members are familiar with its procedures.	
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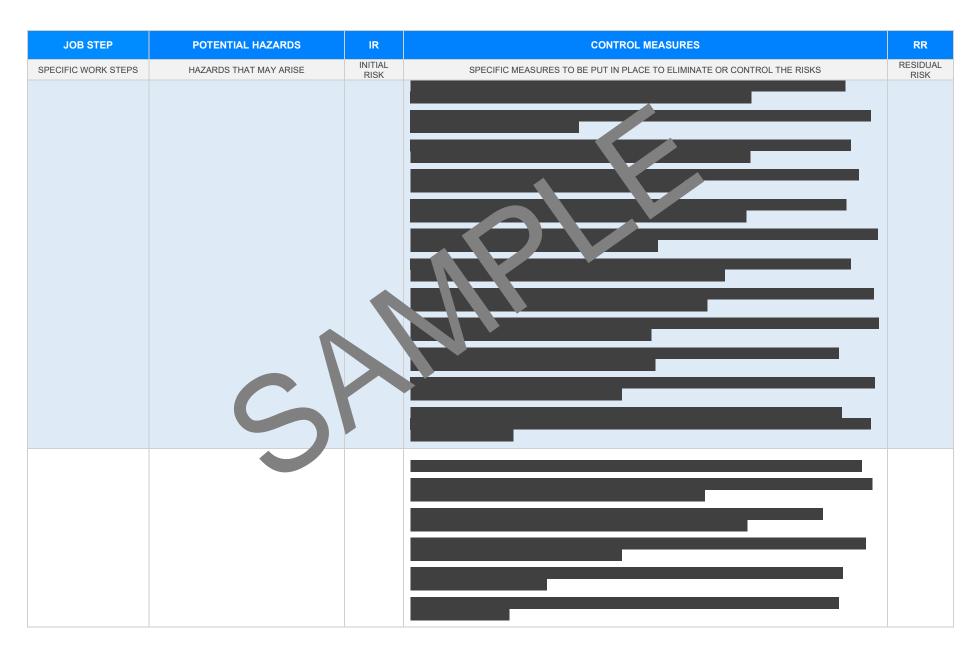






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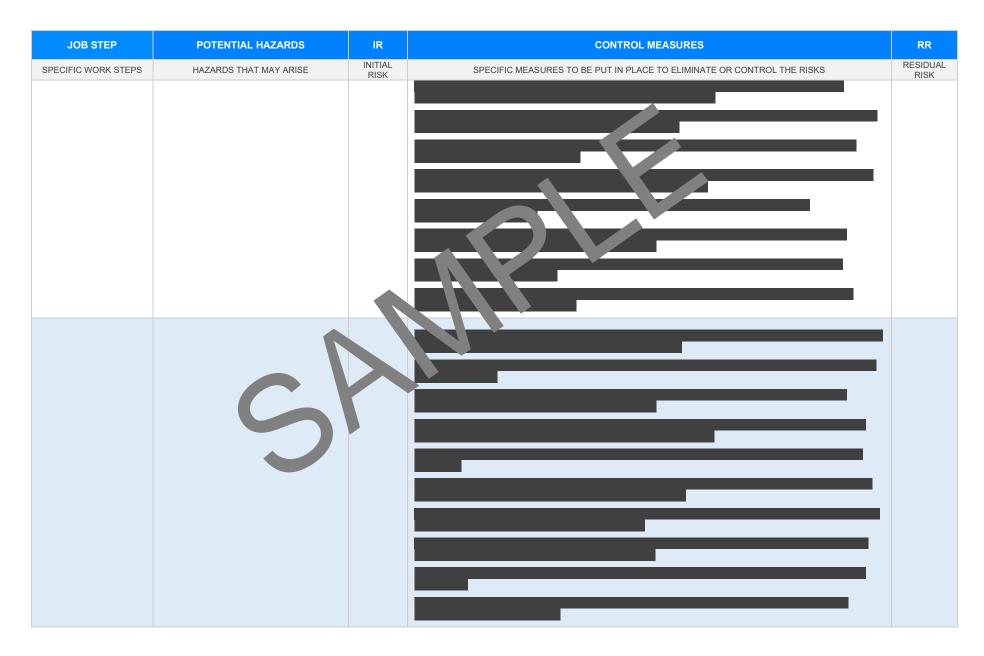






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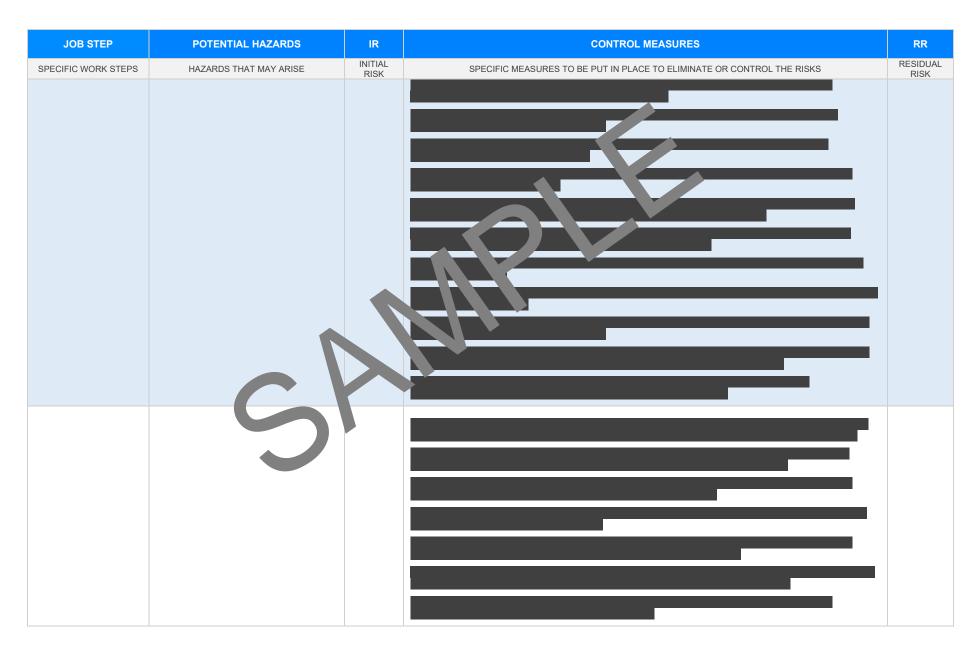




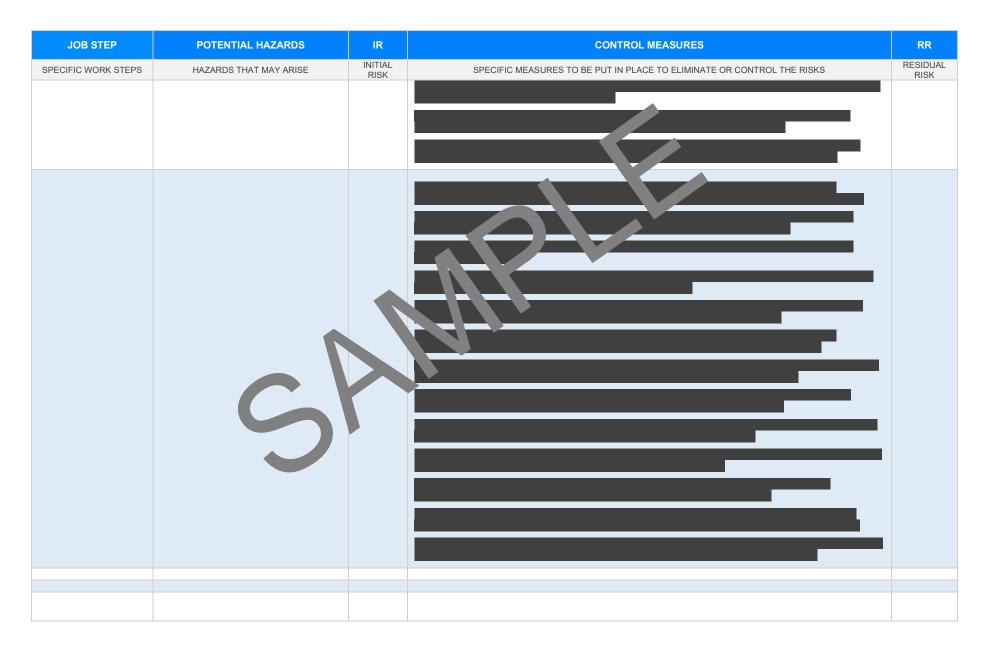


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#### **EMERGENCY RESPONSE - CALL 000 FOR EMERGENCIES**

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 OF 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 2017

Legislation NSW: https://www.safework.nsw.gov.au/legal-obligations/legislations/leg

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

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

Codes of Practice for SA: https://www.safework.sa.gov.au/work\_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

Occupational Health al. Safety Act

Occupational Health and affety gulations 2017

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

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les on actice VI atps://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 IN THE STATEMENT MONITORING AND REVIEW

The SWMS must be reviewed regularly to make sure it remains a fective of must be reviewed (and revised if necessary) if relevant control measures are revised. The view process should be carried out in consultation with workers (including contractors 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 mast ensure that 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 rest of the review are advised of the changes in a way that will enable them to implement their duties and the 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.
- 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							

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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.			
Adequate risk assessment of any identified hazards has been completed.			
Foreseeable hazards are identified and documented for each step.			
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) column pupleted.			
Check control measures added to the SWMS are the most effective selective selective.			
Responsible person is assigned and listed on the part the important of measures.			
Permit or licenses requirements specified, sur as Hot Work, Electric Work, Work at Heights etc.			
SWMS identifies plant and equipment to be us			
Details of inspection checks required for any equipment listed an inoted on the SWMS.			
Describes any mandatory qualifications, experience, and or skills required to perform the work.			
Applicable personal protective equipment is selected on the SWMS.			
Reflects and documents any legislative references and/or Australian Standards.			
Identifies any hazardous substances used with specific control measures in line with any SDS.			
REVIEWED BY	DATE REVIE	DATE REVIEWED	
SIGNATURE	DATE COMPLETED		