| Operate Silo Extractor Sy | /stem SAFE WORK METH | OD STATEMENT (SWMS) | |
|--|---|--|------------------------------------|
| TASK OR | ACTIVITY: Operate Silo Extracto | or System | |
| Business Name: | | ABN: | SWMS# |
| Business Address: | | | |
| Contact Person: | Phone: | E fil: | |
| THIS SAFE WORK METHOD | STATEMENT IS APPROVED BY | | |
| Under the Work Health and Safety Regulation (WHS Regulation), a person conduct the proposed work starts. | | required to en the that a safe work method s | tatement (SWMS) is prepared before |
| Full Name: | | | |
| Signature: | NK | Title: | Date: |
| Details of the person(s) responsible for ensuring implementation, monitoring | 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 | NATE 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 and in account with a gislative requirements to first identify any site hazards, such a communication those hazards and then to further take steps to either eliminate or contact each hazard. | | | |
| If an incident or a near miss occurs, all work must stop an attely. 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 terminary 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 | SCORE | | | 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 k⊾ records | | Engineering Isolate the hazard. | |
| | | | | | | | | | | |

| | PERS_VAL N_TECTIVE EQUIPMENT (PPE) | | | | | | | | | | |
|---|---|--------------------|--|----------|----------------------------|--------------------|----------------------|------------------------|--------------------|-------------------|---------------------------|
| | Select the appropriate PPL above suitably for the equipment used or the job task being performed (if applicable). | | | | | | | | | | |
| 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 Qua | | | | | 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 |
| 1. Preparation | Trip hazards, Electric shock from faulty equipment | 2M | Conduct a pre-start inspection to identify an energy potential trip hazards from the work area. Ensure all staff wear appropriate non-slip to wear to unimise the risk of tripping. Clearly mark walkways and areas around the intextractor with high-visibility tape or signs. Secure loose cables and count to prevent tripping incident using cable covers if necessary. Regularly check and count of prevent tripping incident using cable covers if necessary. Implement a feat out/tago oprocessing for eleast call components when maintenance or repairs are being conducted. Proceeding feat orkers on sate operating procedures and hazard awareness related to the use of the unextraction user. Use included tools and equipment to protect against potential electric shock. Encour ge a rean-ast ou-go policy so that work areas remain tidy and free of obstacles. usure hat emission stop personal protective equipment such as gloves and safety eyewear to offer ditional protection from accidental contact with electrical sources. | 1L |
| 2. Inspection | Inhalation of dust, Contact with rotating machinery | ЗН | Ensure all workers are equipped with appropriate Personal Protective Equipment (PPE) such as dust masks or respirators to protect against inhalation of dust. Implement a PPE inspection regime where equipment is checked prior to use for any damages or faults. Install and maintain adequate ventilation systems in the area to control dust levels and improve air quality. Conduct regular air quality monitoring to measure dust concentrations and ensure they remain below safe exposure limits. Schedule regular maintenance and inspections of silo extractor systems to ensure all components, especially those related to dust extraction, are functioning correctly. Provide comprehensive training for employees on the identification of dust hazards and the correct use of dust control equipment and PPE. Utilize dust suppression techniques like water sprays or fogging systems to minimize airborne dust during operations. Clearly display safety signage around rotating machinery warning of potential hazards and reminding workers to maintain safe distances. Isolate rotating machinery using guards or barriers to prevent accidental contact by personnel. Implement lockout/tagout procedures to ensure machines are not accidentally started during inspection or maintenance activities. | 2M |

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 |
| | | | - Ensure that workers conducting inspections are adequately trained in hazard recognition and safe work practices related to mechanical equipment. | |
| | | | - Establish a communication protocol to alert near workers when inspections involving dangerous apparatus or high dust levels are underway. | |
| | | | - Rotate tasks among workers to limit their station of exclusive to both dust and the hazards associated with rotating machinery, thereby reducing father and static complacency. | |
| | | | Implement a comprehensive start-up checklist to asure all sucedures are followed correctly. Train operators on proper statute procedures, inclusive recognising potential signs of malfunction. | |
| | | | - Install explosing proof equipment and enclosure to prevent ignition in volatile environments. | |
| | | | - Conduct regimer equipmer inspectional reliability. | |
| | | | - Use comate constrained alarms that can detect improper conditions and alert operators before an explored vise constrained alarms that can detect improper conditions and alert operators before an | |
| | | | - Estate show ar computication protocols between team members during the start-up process to prevent misundu stancings. | |
| | | | psure hat ency ency shut-off mechanisms are easily accessible and functional at all times. | |
| 3. Start-Up Process | Explosion due to improper start-up, Operator error | 4A | - Penking gular audits of start-up procedures and make improvements based on feedback and incident nalysis. | 2M |
| | | | - it access to the silo extractor system area to authorised personnel only to minimise human error. | |
| | | | Clearly label all controls and indicators to reduce operator confusion and facilitate correct operation. | |
| | 5 | | Provide operators with appropriate personal protective equipment (PPE) as a precaution against potential accidents. | |
| | | | - Monitor environmental conditions such as humidity and temperature which could influence combustion risks. | |
| | | | Implement strict lockout/tagout procedures to prevent accidental start-ups during maintenance or inspection. | |
| | | | - Encourage a culture of safety where workers feel empowered to report hazards or procedural deviations without fear of reprisal. | |
| | | | | |
| | | | | |
| 4. Normal Operation | Noise exposure, Falling objects | 2M | | 1L |
| | | | | |
| | | | | |

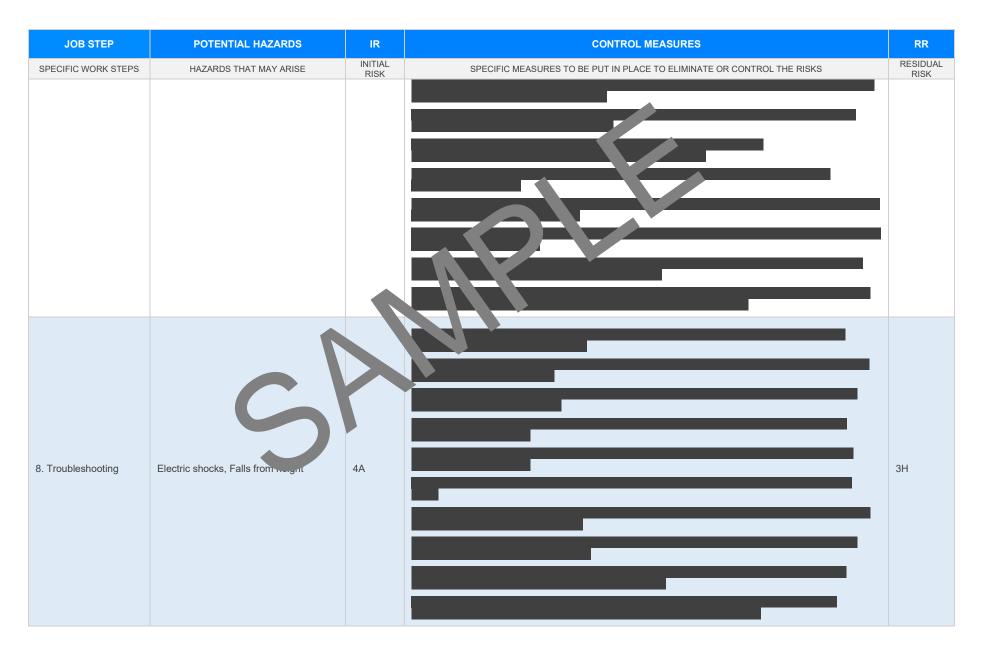




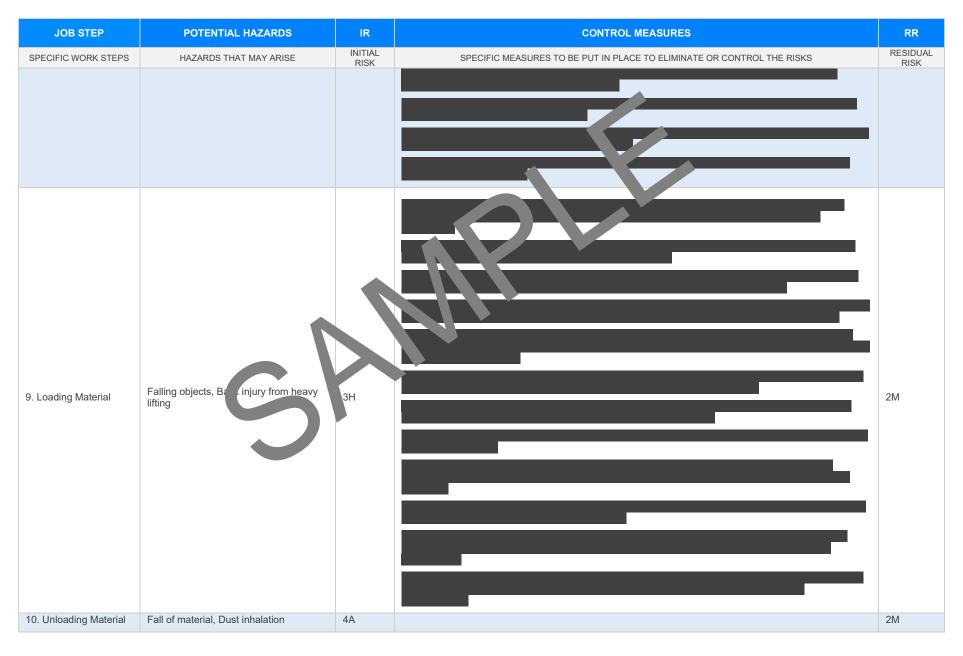


| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|------------------------|---|-----------------|--|------------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
| 6. Regular Cleaning | Exposure to cleaning chemicals, Slips on wet surfaces | ЗН | | 2M |
| 7. Routine Maintenance | Contact with rotating machinery, Electric shock from faulty equipment | 4A | | 2M |



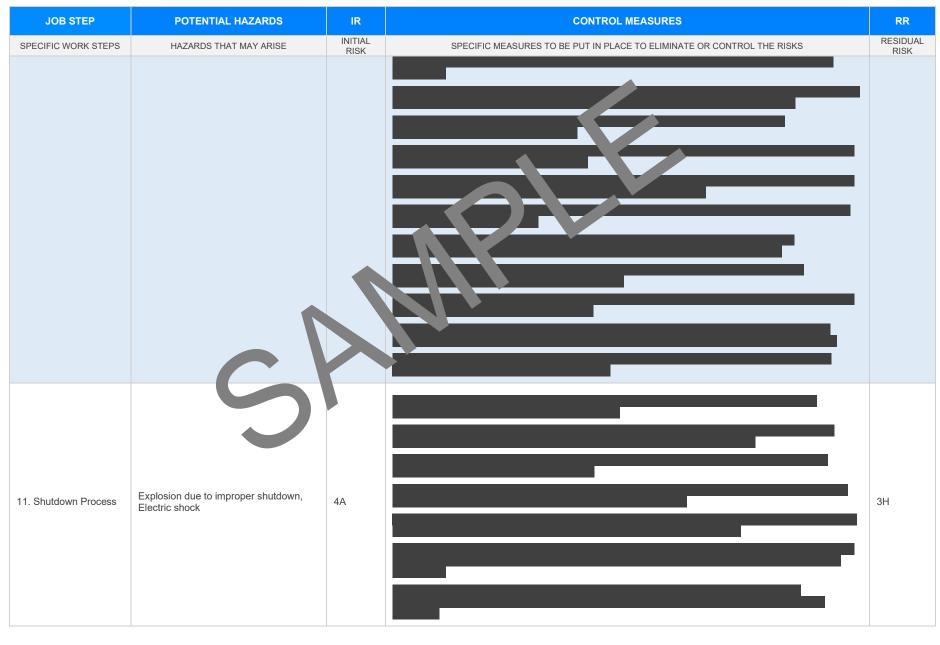






Version 2.5





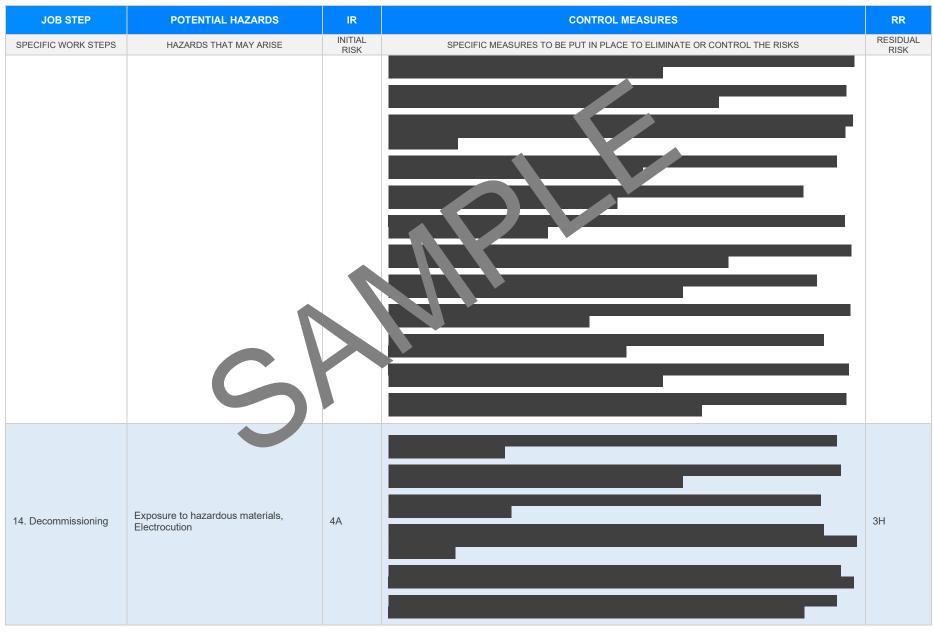




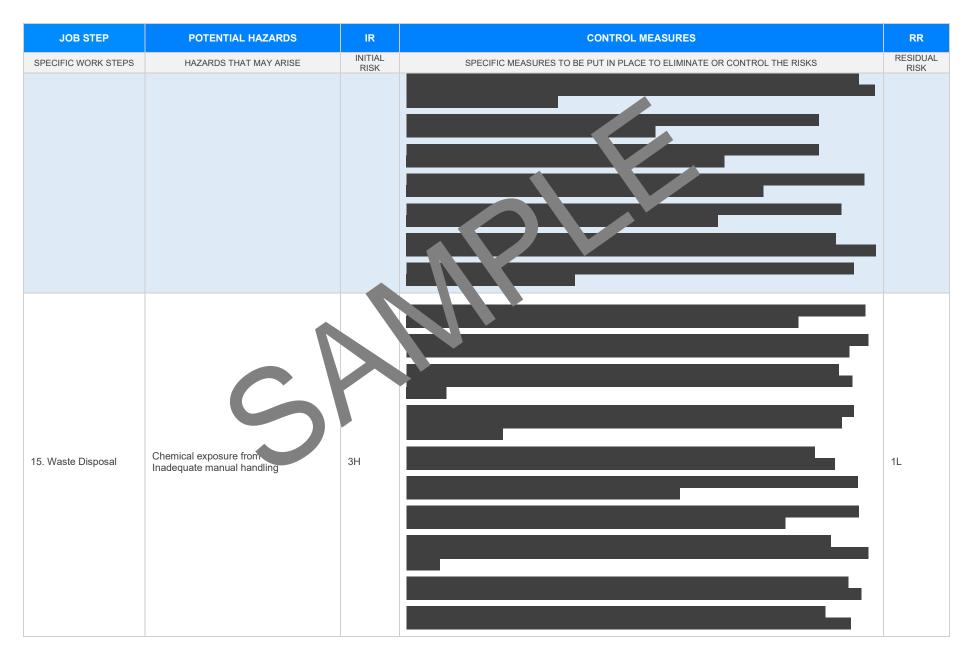
Version 2.5

Date of Issue:





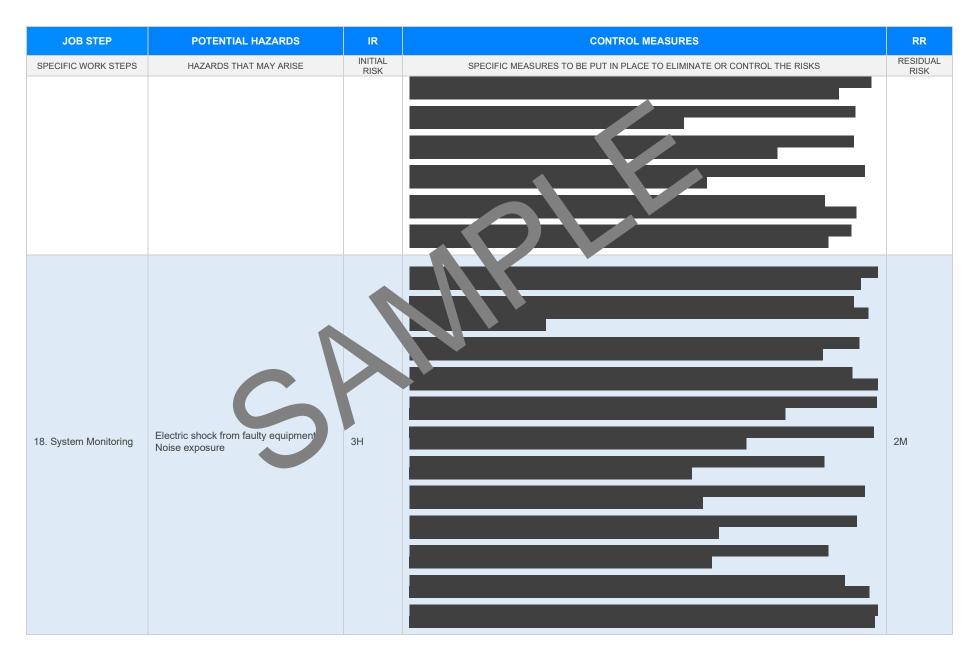






| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|--------------------------------|---|-----------------|--|------------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
| 16. End of Shift Procedures | Fatigue related errors, Negligence due to hurry | 2М | | 1L |
| 17. Incident Reporting | Miscommunication leading to errors | 2M | | 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. Area Sanitation | Exposure to hazardous chemicals, Biohazard contaminations | 4A | | 2M |
| 20. Equipment Storage | Manual handling injuries, Trip hazards | ЗН | | 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 | | |
| | | | | | | |
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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 REF | ERENCES | | | | | | |
|---|---|--|--|--|--|--|--|
| 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/codes-of-practice Codes of Practice ACT: https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice | Victoria Occupational Health au Safety Act 204 Occupational Health and pafety or gulations 2017 Legis non VIC: <u>https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and- rulat</u> is unles of mactice VIC <u>autps://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: https://www.safework.nsw.gov.au/legal-obligations/legislatic Codes of Practice NSW: https://www.safework.nsw.gov.au/legal-obligations/legislatic | 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 2011 Legislation NT: <u>https://worksafe.nt.gov.au/laws-and-compliance/weiplace-secure-laws</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/laws-and-compliance/weiplace-secure-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> Model Codes of Practice | | | | | | |
| South Australia Work Health and Safety Act 2012 (SA) Work Health and Safety Regulations 2012 (SA) Legislation for SA: <u>https://www.safework.sa.gov.au/resources/legislation</u> Codes of Practice for SA: <u>https://www.safework.sa.gov.au/work_dces/codes-of-practice#COPs</u> | 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 | | | | | | |
| 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 | 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 | | | | | | |
| 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. | 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 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. | \square | | |
| 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 property of the importation control 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 COMPLETED | | |