



Repair Or Replace Sanitary Plumb	ing Stackwork   SAFE WO	RK METHOD STATEMENT (S	SWMS)
TASK OR ACTIVIT	Y: Repair Or Replace Sanitary Pl	umbing Stackwork	
Business Name:		ABN:	SWMS#
Business Address:			
Contact Person:	Phone:	E 111:	
THIS SAFE WORK METHOD	STATEMENT IS APPROVED BY	THE PCL OF THE ROJECT	
Under the Work Health and Safety Regulation (WHS Regulation), a person conduct the proposed work starts.	cting a business or 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	apliance the VMS a well as review	s and modifications of the SWMS.	
Full Name:		Title:	Phone:
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS & VMS IN HAVE THE FOLLOWING COMMUNICATED	NA. 2 OF ALL RELEVANT PERSONNI EVELOPMENT AND APPROVAL OF	EL WHO HAVE BEEN CONSULTED AND COTHIS SWMS	OMMUNICATED TO IN THE
Safety meetings or toolbox talks will be sched ed in account with gislative requirements to first identify any site hazards, comparing those hazards and then to further take steps to either eliminate or continuous each hazard.			
If an incident or a near miss occurs, all work must sto, adately. 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 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



RISK MATRIX										
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HEI	RARCHY 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	e 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	ropriate PPŁ	abo v uitab	cor the equi	pment used or	the job task	being perforr	ned (if applica	ıble).	
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING ETION	P ECTION	PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
Other PPE R	equired:										
	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
1. Preparation	Trip hazards, exposure to hazardous materials	2M	- Conduct a thorough risk assessment before carting the work to identify potential hazards and put necessary control measures in place.  - Keep the work area clean and tidy with apprentiate algrage to avoid trip hazards, including marking out any uneven surfaces or protrusions that could cape tripping.  - Provide all workers involved to hadequate Person. Prograde Equipment (PPE) such as safety boots, gloves, eye protection reveralls and masks or respirators if required when dealing with hazardous materials.  - Ensure all to sters have releived paper tracking on handling hazardous materials and are aware of safety procedules and enguency responded in case of an accidental spill or exposure.  - Design a specific as for hazardous materials storage away from the main work area, ensuring they are storage correct plabelled containers with secure lids.  - Utilises bolks as, ten array barriers, or other means to provide safe walking paths around equipment, cords, or pipins in minicuse the possibility of tripping.  - In element a loc aut/tagout system for any electrical components that may pose risks during repair or replators to the sanitary plumbing stackwork.  Instablish proper ventilation systems in enclosed spaces to mitigate hazardous material exposure and maintain it flow to ensure a healthier work environment.  - Regularly inspect and maintain tools and equipment to ensure they are in good working condition, and promptly replace any damaged parts or tools to prevent accidents.  - Encourage open communication among workers encouraging them to report any potential hazards or issues they may encounter during the repair or replacement process.  - Develop an emergency response plan complete with a designated evacuation route, assembly point, and prepared team members trained in first aid and the administration of any required treatments for hazardous material exposure.	1L
2. Inspection	Working at heights, falling objects	ЗН	<ul> <li>- Proper Training: Ensure all workers engaged in the task have received adequate training and have demonstrated competence in working at heights, as well as understanding the risks associated with falling objects.</li> <li>- Work Area Setup: Establish a designated work area around the base of the plumbing stack, using barrier tape or temporary fencing to restrict unauthorised access and reduce the risk of injury from falling objects.</li> <li>- Height Safety Equipment: Provide personal fall protection equipment (such as harnesses, lanyards, and anchor points) to all workers working at heights and ensure it is properly inspected, maintained, and used according to manufacturers' guidelines and workplace procedures.</li> <li>- Edge Protection: Install guardrails or suitable edge protection systems where possible to minimise the risk of falls from heights and limit potential falling object incidents.</li> </ul>	2M



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			- Tool Tethering: Secure all tools, materials, and equipment with tool tethers or other attachment methods while working at height to prevent them from falling and causing injury.	
			- Ladder Safety: When using ladders, ensure they are no good condition and secured to prevent slipping or being knocked over. Workers should maintain the points of contact while ascending or descending ladders.	
			- Safe Manual Handling: Train workers on programment and ling techniques for lifting, carrying, and maneuvering heavy materials or equipment to during the inspection process	
			- Spotter Assistance: Assign a cotter or safety more representations of the solution of the safety with safety with safety videlines.	
			- Regular Brows: Encourage workers take agular breaks and rotate tasks to minimise fatigue, which can impract for and compute to inches a risks of working at heights and handling dangerous objects.	
			- Incit to Report and Communication: Establish clear communication channels and incident reporting proced recording general ge	
	7		- Regular espection and Maintenance: Ensure all tools and equipment are well-maintained, in proper vorking ear, and have undergone regular inspections before usage.	
		1 >	- e GFCI Outlets: Always use a Ground Fault Circuit Interrupter (GFCI) protected outlet when working wit. relectrical tools and appliances to prevent electric shocks.	
			- Equipment Training: Make sure all workers are thoroughly trained on the correct usage, handling, and safety protocols for the specific tools and equipment being used for the task.	
			- Personal Protective Equipment (PPE): Ensure all workers wear appropriate PPE, such as gloves, safety eyewear, and footwear with non-conductive soles to minimise their exposure to the hazards involved.	
3. Tools & Equipment setup	Electric shock, improper hear	2M	- Ergonomic Work Practices: Encourage and follow ergonomic work practices, like proper lifting and carrying techniques, to minimise risks associated with improper handling of tools and equipment.	1L
setup			- Proper Storage and Handling: Store electrical tools and equipment in dry, safe locations when not in use, and transport them to and from the workplace using appropriate containers or carry bags.	
			- Disconnect Power Before Servicing: Always disconnect power supplies before cleaning, servicing, or adjusting any electrical tools or equipment to minimise the risk of electric shock.	
			- Keep Work Areas Dry: Make sure all work areas are free from water spills or dampness, which can increase the risks associated with electric shock and improper handling.	
			- Clear Workspaces: Maintain clear and clutter-free workspaces to eliminate obstacles that may lead to improper handling, slips, trips, and falls.	
			- Follow Manufacturer Instructions: Adhere to manufacturer instructions and guidelines regarding the safe operation and maintenance of tools and equipment.	



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			- Emergency Preparedness: Have an emergency action plan in place, including first aid procedures, contact numbers for emergency services, and trained personnel to handle emergencies should they arise.	
4. Isolation & Lockout	Electrical hazards, unexpected energising			1L
5. Removal of old stackwork	Inhalation of dust, chemical exposure	2M		1L



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6. Cutting new pipes	Hand injuries, sharp edges	2M		1L



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7. Installation of new stackwork	Heavy lifting, working at heights	ЗН		1L



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8. Plumbing connection	Leakage, water damage	2M		1L



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9. Testing & Commissioning	Pipe bursts, electrical hazards	3H		2M



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10. Cleanup & Waste Disposal	Trip hazards, exposure to hazardous waste	2M		1L



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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
11. Labeling & Signage	Miscommunication, lack of information	1L		1L



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12. Final Inspection	Poor installation, incorrect use	2M		1L



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		RISK		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 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/

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

#### **Northern Territory**

Work Health and Safety (National Uniform Legislation) Act 2011

Work Health and Safety (National Uniform Legislation) Regulation 2011

Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance/wo\_place-

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/legislation

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 at Safety Act 34

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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des on actice VI autros://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: <a href="https://www.commerce.wa.gov.au/worksafe/legislation">https://www.commerce.wa.gov.au/worksafe/legislation</a> Codes of Practice WA: <a href="https://www.commerce.wa.gov.au/worksafe/codes-practice">https://www.commerce.wa.gov.au/worksafe/codes-practice</a>

#### 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.
- 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.	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 pleted.		
Check control measures added to the SWMS are the most effective selective.		
Responsible person is assigned and listed on the part of 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 a noted on the SWMS.		
Describes any mandatory qualifications, experience, 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 REVIEWE	D
SIGNATURE	DATE COMPLETE	ED