| Replacing Thermosta | ts SAFE WORK METHOD | STATEMENT (SWMS) | |
|--|---|--|------------------------------------|
| TASK | OR ACTIVITY: Replacing Therm | ostats | |
| Business Name: | | ABN: | SWMS# |
| Business Address: | | | |
| Contact Person: | Phone: | E ail: | |
| THIS SAFE WORK METHOD | STATEMENT IS APPROX D BY | | |
| Under the Work Health and Safety Regulation (WHS Regulation), a person conduct the proposed work starts. | | required to en that a safe work method s | tatement (SWMS) is prepared before |
| Full Name: | | | |
| Signature: | | Title: | Date: |
| Details of the person(s) responsible for ensuring implementation, monitoring | 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 MAS PHAVE THE FOLLOWING COMMUNICATED | NALE OF ALL RELEVANT PERSONNE EVELOPMENT AND APPROVAL OF | EL WHO HAVE BEEN CONSULTED AND CO THIS SWMS | DMMUNICATED TO IN THE |
| Safety meetings or toolbox talks will be sched ed in according with gislative requirements to first identify any site hazards, such to compare 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 added by 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. | |
| Date LOW LOW MODERATE HIGH HIGH LOW Morecords Isolate the hazard. Iotes on Hierarchy of Controls: Elimination methods are the most effective and preferre usen con use a hazard. Substitution a the second most effective method of controlling a hazard. Engineering by isolation is the increase the rive, while Administrative controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment), the least effective Administrative Change the work. PPE PPE PPE PPE PPE PPE | | | | | | | | | | |

| | PERS_NAL TECTIVE EQUIPMENT (PPE) Select the appropriate PPL about suitable or the equipment used or the job task being performed (if applicable). | | | | | | | | | | |
|---------------------|--|--------------------|---------------|-------------|----------------------------|--------------------|----------------------|------------------------|--------------------|-------------------|---------------------------|
| | | Select the ap | propriate PPL | abo, ruitab | i or the equi | oment used or | the job task | being perform | ned (if applica | able). | |
| FOOT PROTECTION | HAND PROTECTION | HEAD PROTECTION | | P ECTION | R⊾ ⇒PIRATORY PROTECTION | FACE PROTECTION | HIGH-VIS CLOTHING | PROTECTIVE CLOTHING | FALL PROTECTION | SUN PROTECTION | HAIR/JEWELLERY SECURED |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| Other PPE Required: | | | | | | | | | | | |
| | Permit or Licenses Requirements | | | | | | Ма | andatory Qual | ifications and | Training | |
| | | | | | | | | | | | |

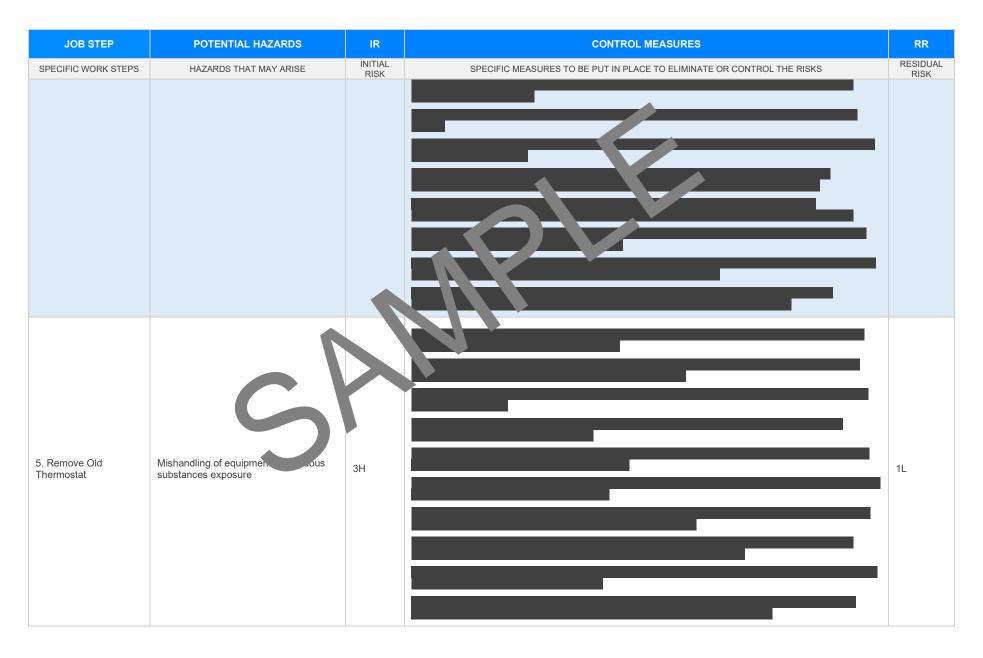


| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|---------------------|--|-----------------|---|------------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
| 1. Preparation | Improper training, Lack of personal protective equipment (PPE) | ЗН | Provide comprehensive training on thermolous replacement procedures, focusing on safety protocols and emergency response. Conduct a hazard identification and risk assessment operating the task to identify potential risks related to thermostat replacement. Ensure all employees involve in the task have can blet on competency assessment to confirm their understanding of the meadures and safety measure. Supply approace personal protocole equipment (PPE) such as insulated gloves, safety glasses, and face shields portect against electric books and eabris. Disensuclear net visible ognage in the work area indicating that maintenance is in progress to alert other optimities. Verify that all testing and electrical isolation equipment is calibrated and functioning properly before beginning the task. Maplement a parmit-to-work system to ensure authorised personnel are aware of and can control the activities being uncertaken. Keep star-to-date first aid kit onsite, and ensure all workers know its location and contents for quick beess in case of an injury. Suredule regular safety meetings to discuss any concerns or incidents related to previous thermostat eplacements and preventive strategies. Encourage open communication among team members to promptly report any unsafe conditions or gaps in knowledge regarding the task. | 2М |
| 2. Review Work Area | Tripping hazards, Unsecured materials | 2М | Conduct a thorough inspection of the work area to identify and remove any tripping hazards before starting the task. Ensure all tools and equipment are stored safely when not in use to prevent accidental trips or falls. Clearly mark the boundaries of the work area with high-visibility tape or signs to alert personnel to potential hazards. Secure all cables and hoses using cable covers or ties to keep them off walkways and prevent trips. Keep the work area organised and free of clutter to minimise the risk of tripping over materials. Use non-slip mats or rugs on slippery surfaces to improve traction and reduce the chance of slips and falls. Regularly communicate with team members about the location of tools and materials to avoid creating new hazards. Secure loose materials with appropriate fasteners, clamps, or weights to prevent them from becoming tripping hazards. | 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 |
| | | | - Establish a designated storage area for tools and materials not immediately in use during the thermostat replacement. | |
| | | | - Ensure adequate lighting is present in the worksreper to improve visibility and help identify potential tripping hazards. | |
| | | | - Wear appropriate footwear with good grip thelp navig safely through the work area. | |
| | | | - Assign a safety monitor to oversee tool and the term organisation and ensure adherence to safety practices. | |
| | | | - Implement a 'clean as you go holicy where work ware encouraged to continuously maintain a tidy and hazard-free work zone | |
| | | | - Conduct a cough inspecton of a quipper or before use to ensure it is in good working condition. | |
| | | | - Implement a sequence and the sequence of the | |
| | | | - Prove a support and the steps to take when such a up, cent is head. | |
| | | | - Keep , ogt, k for expoment checkouts, including details of inspections, faults identified, and actions sken. | |
| | | | - Et. ret personnel are familiar with safe work procedures through regular training sessions and efrest. | |
| | | | bel faulty equipment clearly and remove it from service immediately until repaired or replaced. | |
| | Faulty equipment, Incorporatety | | - Maintain a list of approved equipment and ensure only this equipment is used for the task. | 014 |
| . Equipment Checkout | procedures | a a | - Use equipment tagging systems to indicate the status of equipment (e.g., safe to use, under repair). | 2M |
| | | | - Establish clear reporting channels for employees to report faulty equipment and safety procedure concerns. | |
| | | | - Conduct audits and reviews of safety procedures regularly to identify areas for improvement. | |
| | | | - Ensure that personal protective equipment (PPE) is available and properly maintained for instances where it is necessary. | |
| | | | - Develop and communicate an emergency response plan in the event of equipment failure. | |
| | | | - Encourage a culture of safety where team members feel comfortable raising concerns about equipment or procedures. | |
| | | | - Supervise and monitor workers periodically to ensure compliance with safety protocols and the proper use of equipment. | |
| | | | | |
| 4. Power Isolation | Electrocution, Incorrect isolation procedures | 4A | | 2M |
| | | | | |

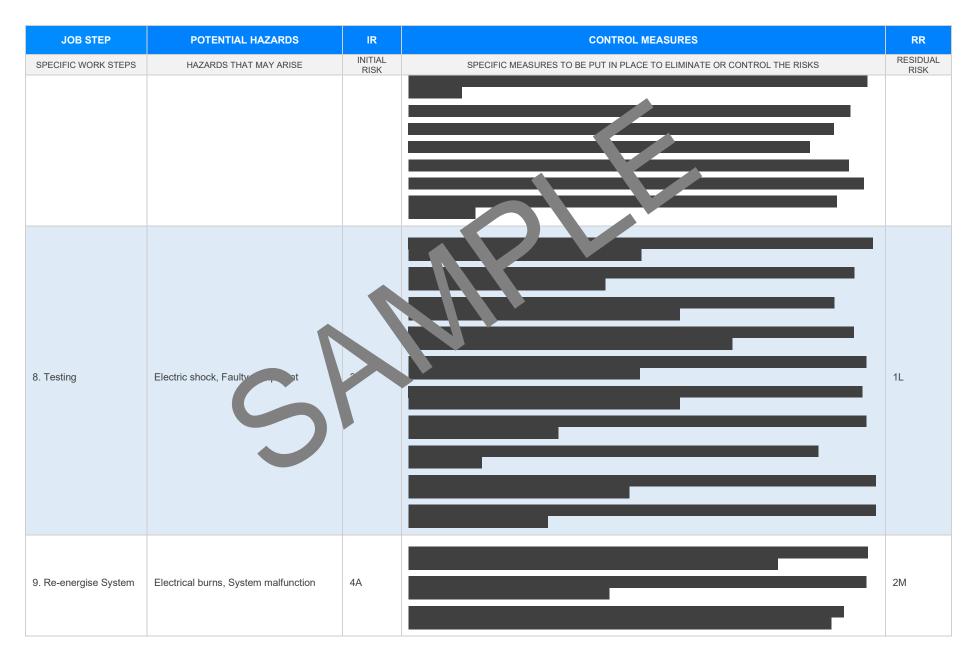






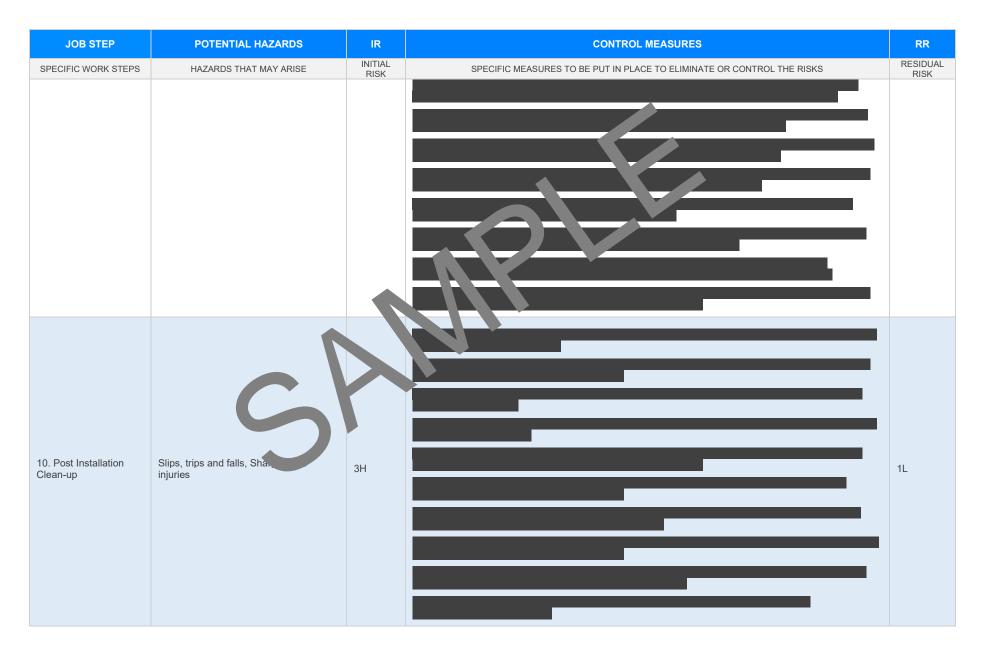
| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|------------------------------|---|-----------------|--|------------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
| 6. Inspection | Faulty equipment, Improper tools usage | 2М | | 1L |
| 7. Install New Thermostat | Electric shock, Incorrect installation procedures | 4A | | 2М |





Version 2.5

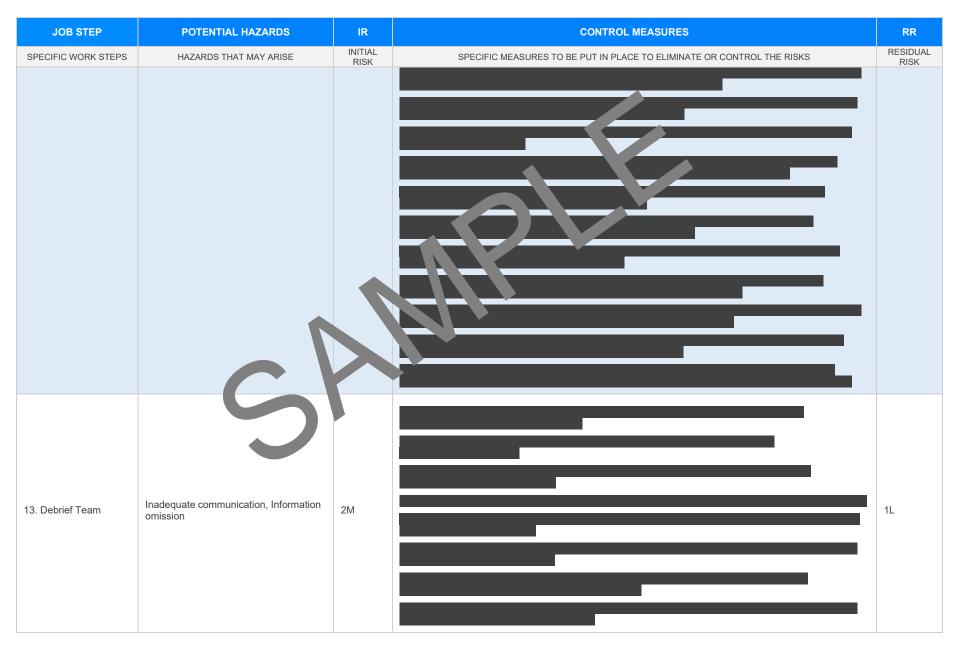




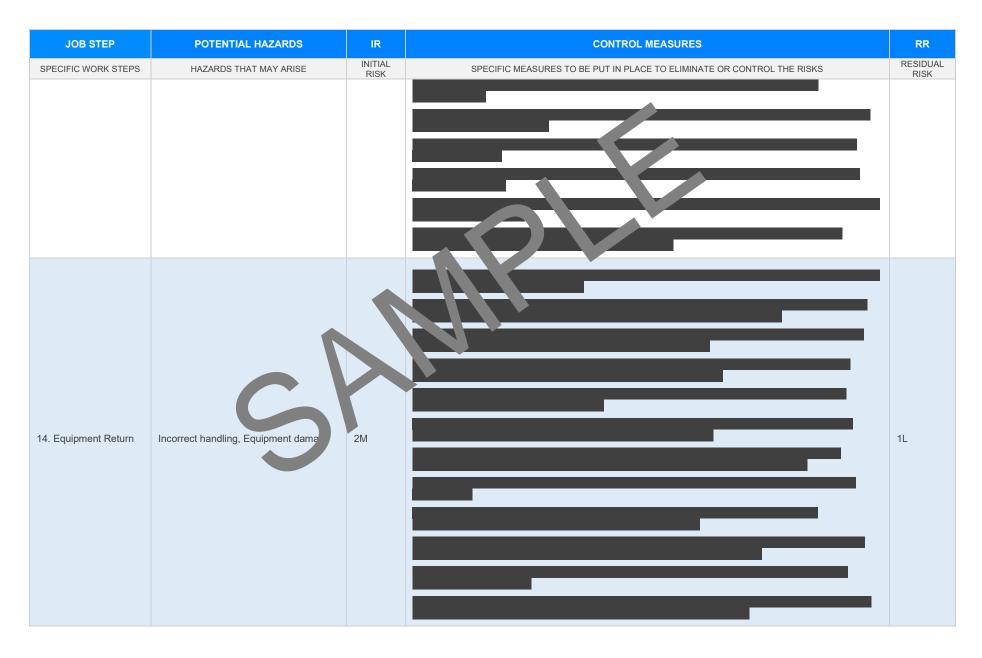


| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|----------------------------|--|-----------------|--|------------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
| | | | | |
| 11. Waste Disposal | Incorrect waste distructif, Biowazards exposure | 2M | | 1L |
| 12. Document Completion | Data mismanagement, Incorrect reporting procedures | 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 |
| | | | | |
| 5. Review Process | Inadequate monitoring, Lack of continuous improvement | 2М | | |
| 6. Ongoing Monitoring | Inadequate supervision, Non- compliance with safety procedures | ЗН | | 1L |
| sion 2.5 | Authorised by | | Review # Date of Issue: Review Date: | |

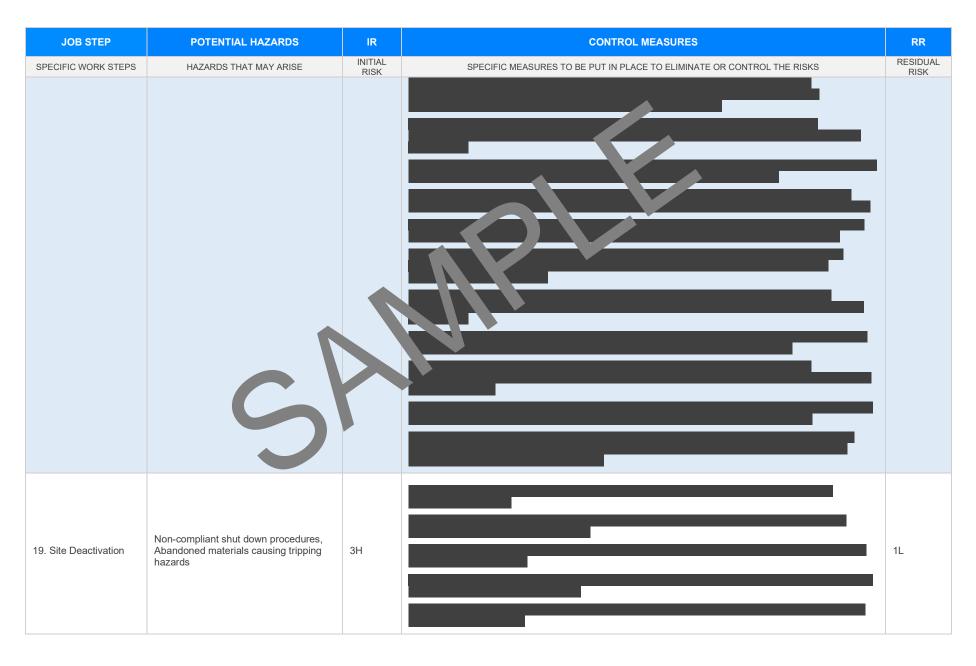
Date of Issue:



| 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 |
| 17. Post Job Safety Audit | Poor safety culture, New Solution with safety regulation | | | 2M |
| 18. Refresher Training | Incompetence, Lack of skill upgradation | ЗH | | 1L |

Version 2.5











| 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 |
| | | | | |
| | | | | |
| | | | | |
| | S | | | |



EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

| LEGISLATIVE REF | ERENCES |
|---|---|
| RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISL | ATIVE REFERENCES ANY STATE AT ARE NOT APPLICABLE |
| Queensland & Australian Capital Territory Work Health and Safety Act 2011 Work Health and Safety Regulations 2011 Legislation QLD: <u>https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws</u> Codes of Practice QLD: <u>https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice</u> Legislation ACT: <u>https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations</u> Codes of Practice ACT: <u>https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice</u> | Victoria Occupational Health at Safety Act and A Occupational Health and orfety orgulations 2017 Legis non VIC: <u>https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and- rulations</u> ordes 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/legislati-codes rach. Codes of Practice NSW: https://www.safework.nsw.gov.au/legal-obligations/legislati-codes-or rach. | 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/we_place-serv-laws</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/f</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-</u> <u>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_aces/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. | 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 gualifications where required, before carrying out any work contained in this Safe Work Method Statement. By signing this Safe Work Method Statement each individual agrees to work safely, to follow any safe work instructions which are provided, and agrees to use all Personal Protective Equipment where appropriate.

| Worker Name | Signature | Date |
|-------------|-----------|------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

SAFE WORK N THE ST ATEM ANT MONITORING AND REVIEW

d must reviewed (and

hav be sted by the operation

should be carried out in

The SWMS must be reviewed regularly to make sure it remains fective revised if necessary) if relevant control measures are revised. The viewn consultation with workers (including contractors htractors Vb of the SWMS and their health and safety representatives who represented that work group at the workplace.

When the SWMS has been revised the PCBU must ensure that persons involved with the work are advised that a revision has been made and how they can acces he revised SWMS, including all persons who will need to change a work procedure or system as a region of the review are advised of the changes in a way that will enable them to implement their duties antly with the revised SWMS. All workers that will be involved in the work must be provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.

The SWMS must be monitored regularly for the effectiveness of ensuring hazard controls are effective in reducing the risk of incidents, keeping the workplace safe for all personnel. The person responsible for monitoring the effectiveness of the Safe Work Method Statement should employ a multi-faceted approach which includes but is not limited to:

- 1. Spot Checks.
- 2. Consultation with workers, contractors and sub-contractors.
- 3. Internal audits on a continual basis.

An approach of continuous improvement, promptly recording inconsistencies or deficiencies. followed up by immediate corrective action and consultation with all relevant personnel ensures that the PCBU is consistently developing ever-improving systems of safe work principles.

| REVIEW NUMBER | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---------------|---|---|---|---|---|---|---|
| NAME | | | | | | | |
| INITIALS | | | | | | | |
| DATE | | | | | | | |



SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

This Safe Work Method Statement Review Checklist is to be followed and used upon initial development of the SWMS to help ensure that all steps have been adequately taken before work commences. Think of this document as an internal audit review checklist before commencing work, and may form part of a Toolbox Talk (safety meeting) and may be used as an opportunity for education and training.

| ITEMS WHICH MUST BE INCLUDED IN THE SWMS | COMPLETED | COMMENTS |
|---|----------------|----------|
| | | |
| The company details have been entered, including the project name and address. | | |
| All relevant personnel consulted during the development of the SWMS. | | |
| Name, signature, position and date signed of the person approving the SWMS. | | |
| Specific personnel and qualifications, experience is noted in the SWMS. | | |
| Provides a step-by-step process of tasks required to carry out the activity or task. | | |
| Adequate risk assessment of any identified hazards has been completed. | \boxtimes | |
| Foreseeable hazards are identified and documented for each step. | \boxtimes | |
| Any hazards listed in any site risk assessments have been added to the SWMs | \boxtimes | |
| SWMS initial risk (IR) column as well as residual risk (RR) column mpleted. | \boxtimes | |
| Check control measures added to the SWMS are the most effective selection | \boxtimes | |
| Responsible person is assigned and listed on the 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 REVIEWED | |
| SIGNATURE | DATE COMPLETED | |