Restricted Visibility Due T	o Dust   SAFE WORK MET	HOD STATEMENT (SWMS)	
TASK OR .	ACTIVITY: Restricted Visibility D	ue To Dust	
Business Name:		ABN:	SWMS#
Business Address:			
Contact Person:	Phone:	E gil:	
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 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	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	NAL 2 OF ALL RELEVANT PERSONNI 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, so to compare hicas those hazards and then to further take steps to either eliminate or contrast each hazard.			
If an incident or a near miss occurs, all work must stop 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.			



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.	
Low       Low       MODERATE       HIGH       HIGH       Low       ke vecords       Isolate up liazait.         Iotes on Hierarchy of Controls: Elimination methods are the most effective and preferrence on on the value of a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the virtue ost endiver, while Administrative Change the work.       Administrative Work.         Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment), the least effective       PPE       PPE										

						TIVE EQUIPM					
		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					Mandatory Qualifications and Training					

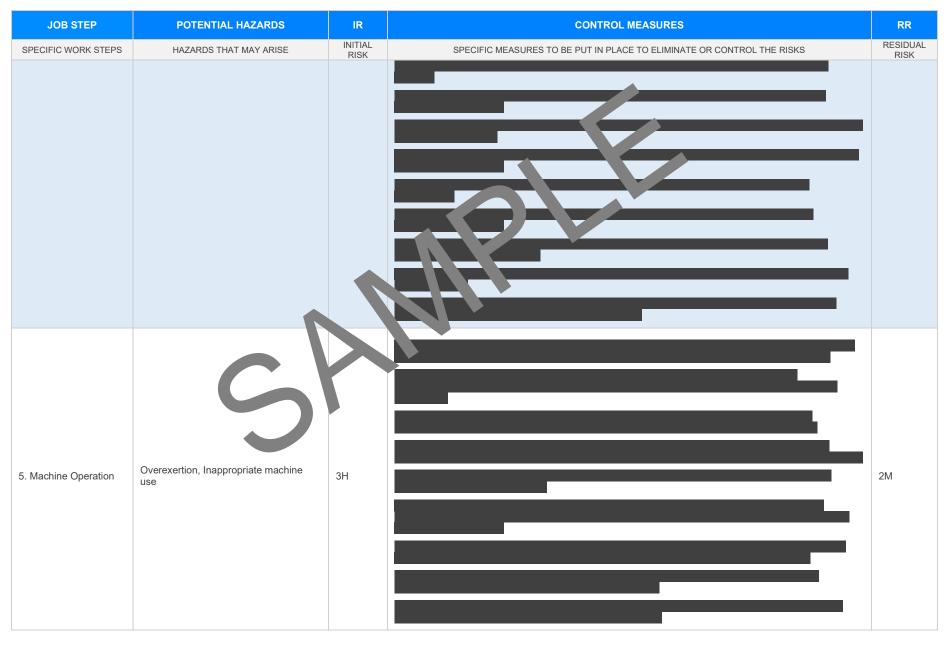


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Preparation	Improper PPE, Inadequate training	2М	<ul> <li>Provide appropriate Personal Protective Encoment (PPE), including dust masks and goggles, and ensure they meet Australian standards.</li> <li>Conduct regular training sessions for worker and proper use and maintenance of PPE.</li> <li>Develop a site-specific safe uplan that address a potential a pullity issues due to dust.</li> <li>Implement a fit-testing program or dust masks to a comproper sealing and respiratory protection.</li> <li>Ensure all worker are to red intercognising symptoms of dust-related health effects and appropriate first aid meanues.</li> <li>Designate an operience team leader poversee safety preparations and monitor compliance with safetter tocols.</li> <li>Instansite use at the points of dusty areas, highlighting the requirement for PPE and restricted access during have bust conditions.</li> <li>Utilise rigins ing convols such as dust suppression systems or water sprays to reduce airborne dust pulcies.</li> <li>Scheer theorem tasks to avoid peak periods of dust generation whenever possible.</li> <li>spect and maintain equipment regularly to prevent emissions of additional dust.</li> <li>Povide enclosed and air-conditioned operator cabins where feasible to protect machinery operators from dust exposure.</li> <li>Develop emergency response procedures specifically addressing reduced visibility and increased dust concentrations.</li> <li>Conduct refresher training sessions bi-annually to ensure all personnel remain up to date with their knowledge and skills concerning dust management and PPE utilisation.</li> </ul>	1L
2. Equipment Check	Faulty equipment, Missing safety features	ЗН	<ul> <li>Regularly inspect equipment for signs of wear and tear before use.</li> <li>Ensure all safety features, such as alarms and guards, are intact and fully operational.</li> <li>Maintain a checklist for daily equipment inspection to ensure consistency.</li> <li>Replace any faulty parts immediately with manufacturer-approved components.</li> <li>Provide training for workers on recognising and reporting equipment faults promptly.</li> <li>Ensure that spare parts and necessary tools are readily available onsite for quick repairs.</li> <li>Verify that air filtration systems on machinery are effectively reducing dust input.</li> <li>Conduct routine audits of equipment maintenance logs to ensure compliance.</li> <li>Ensure extinguishers are in place and regularly checked in case overheating leads to fire risks.</li> </ul>	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
			- Label faulty equipment clearly and remove from service until repaired.	
			- Install additional protective enclosures or covers where feasible to mitigate exposure to dust.	
			- Schedule regular maintenance by qualified tech plans according to the manufacturer's guidelines.	
			- Conduct a thorough inspection of the work the to identity and remove any trip hazards prior to commencing work.	
			- Provide adequate lighting increas with reduced sibility to be workers see potential obstacles and hazards.	
			- Ensure all tools are a menu or properly stored and secured when not in use to prevent them from becoming trip becards.	
			- Use barries warning so is to ale work on to specific areas where tripping hazards may exist.	
			- Imperant a honsely ang plan that involves regular checks and cleaning to minimise accumulation of debris to clutter.	
		ЗН	- Require an orkers, wear appropriate personal protective equipment, including high-visibility clothing, to reduce the ork of accelents.	
3. Clearing Work Area	Tripping hazards, Falling objects		se sporters of additional personnel to guide vehicle and machinery operators through areas with resulted sibility.	2M
	S		Designate safe walkways and pathways that are free from obstructions and objects that could cause to so falls.	
			- Secure all overhead materials and equipment to prevent items from falling due to vibrations or disturbances.	
			- Install safety nets or catch platforms beneath areas where there is a risk of falling objects.	
			- Regularly maintain and inspect scaffolding, ladders, and other access equipment to ensure they are stable and secure.	
			- Train workers on safe lifting techniques and proper handling of materials to avoid dropping objects.	
			- Restrict access to areas with high risk of falling objects by using physical barriers or designating exclusion zones.	
			- Review and update safety procedures regularly to incorporate lessons learned and improvements from previous work activities.	
4. Dust Control	Ineffective dust suppression system,	ЗH		1L
Measures	Improper use of dust masks	UT		12





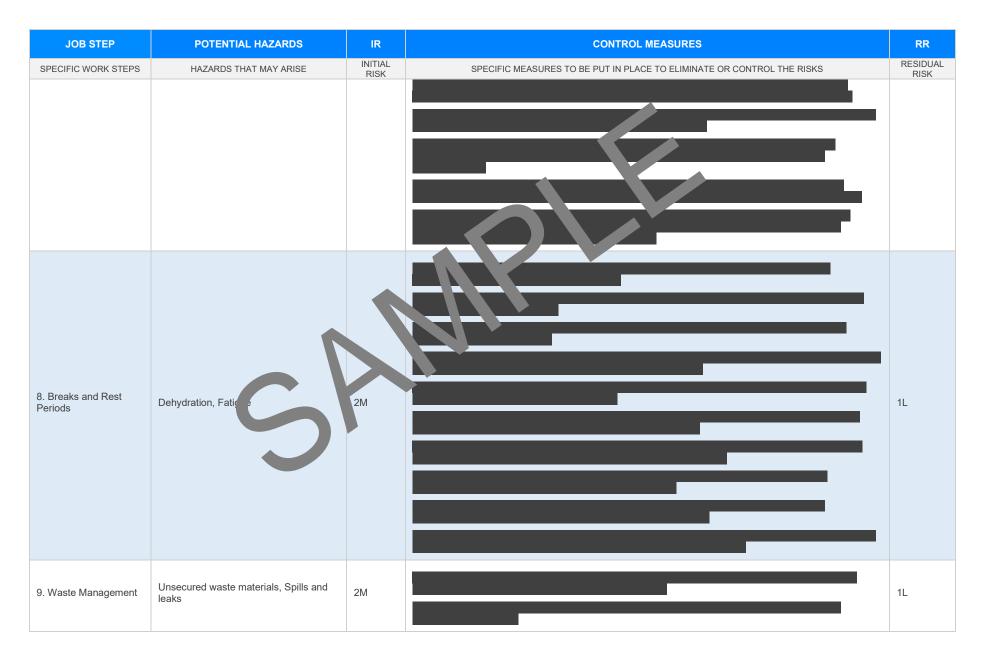
Version 2.5



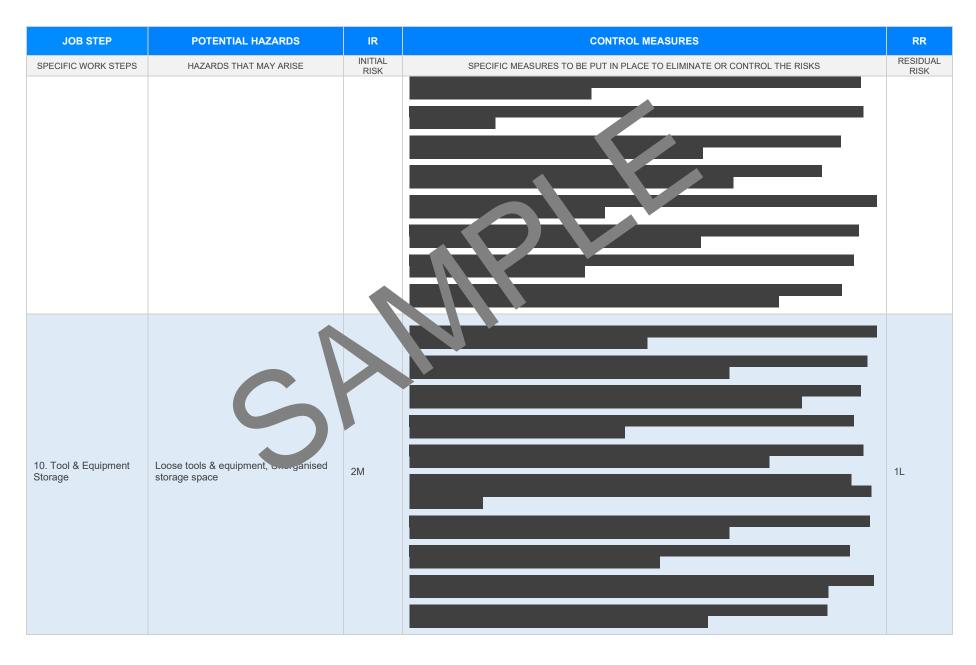
JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
6. Visibility Checks	Poor lighting, Obstructed view	ЗН		2M
7. Safe Work Method Execution	Non-compliance to safety rules, Lack of communication	2M		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
11. End of Shift Procedures	Ignored procedure, Rushing tasks	ЗН		2M
12. Periodic Equipment Inspection	Old or worn out equipment, Lack of replacement parts	ЗН		2M

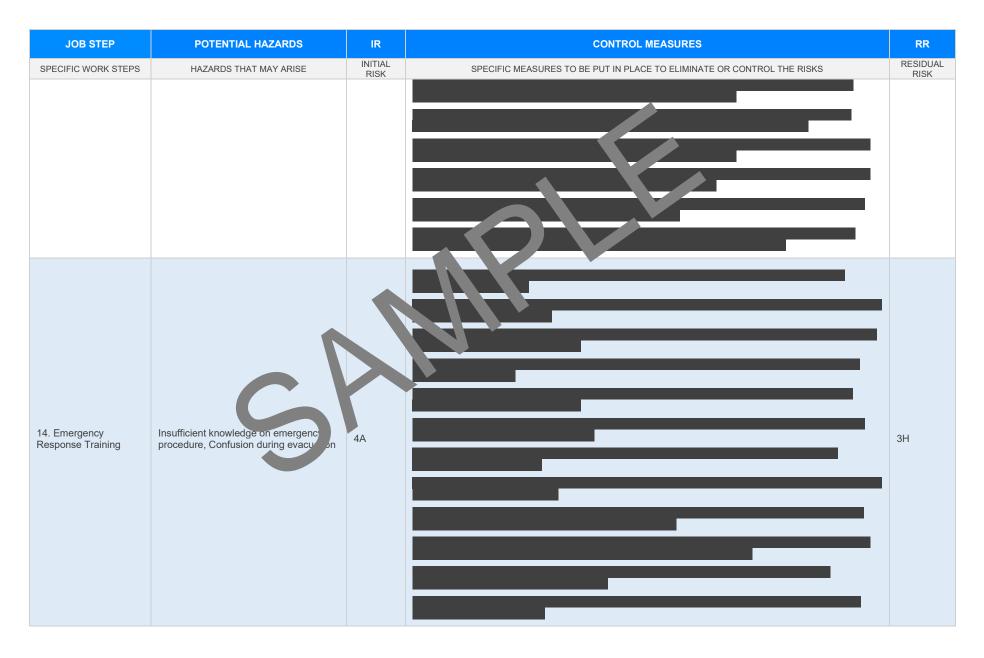
Version 2.5

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
13. Housekeeping	Inadequate cleaning practise, Loose debris	2М		1L

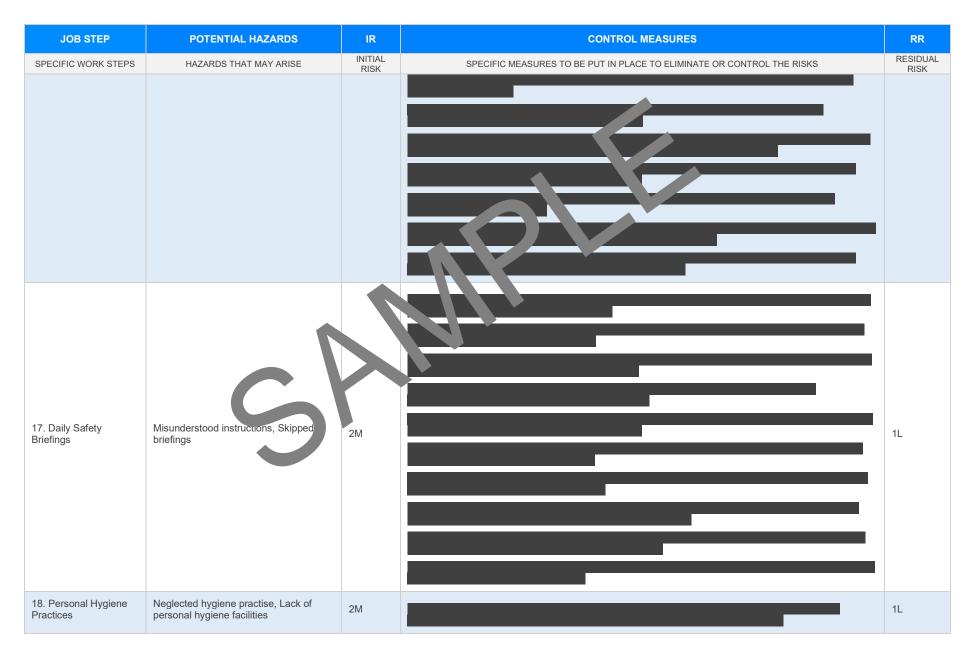




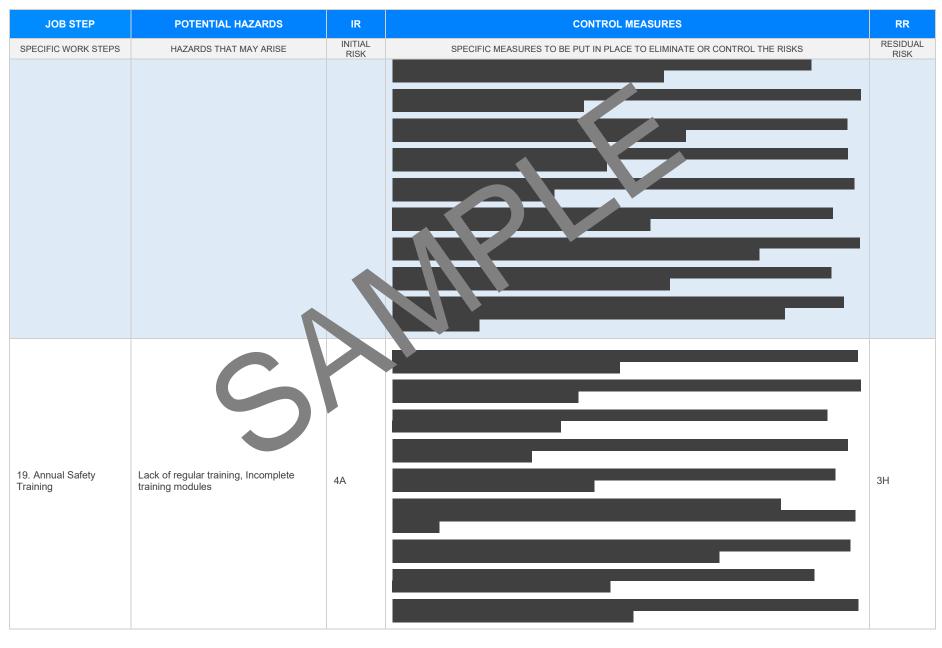


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
15. Review of Safety Plan	Outdated procedures, Non-compliance to new policies	2M		
16. Reporting of Incidents	Unreported incidents, Delayed reports	ЗН		2M









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
20. Compliance Audits	Ignored audit findings, Non-compliance to recommendations	ЗН		2М



#### **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 REI	FERENCES
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: 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	Victoria Occupational Health an Safety Actnowd Occupational Health and Infetion gulations 2017 Legis from VIC: https://www.encuksafe.vic.gov.au/occupational-health-and-safety-act-and- gulations Codes on Pactice VIC attps://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice
New South Wales         Work Health and Safety Act 2011         Work Health and Safety Regulations 2017         Legislation NSW: <a href="https://www.safework.nsw.gov.au/legal-obligations/legislati-codes-of-practice">https://www.safework.nsw.gov.au/legal-obligations/legislati-codes-of-practice</a> NSW: <a href="https://www.safework.nsw.gov.au/resource-library/lis">https://www.safework.nsw.gov.au/legal-obligations/legislati-codes-of-practice</a> NSW: <a href="https://www.safework.nsw.gov.au/resource-library/lis">https://www.safework.nsw.gov.au/legal-obligations/legislati-codes-of-practice</a> NSW: <a href="https://www.safework.nsw.gov.au/resource-library/lis">https://www.safework.nsw.gov.au/resource-library/lis</a> <a acts-and-regulations"="" href="https://www.safework.nsw.gov.gov.gov.gov.gov.gov.gov.gov.gov.gov&lt;/td&gt;&lt;td&gt;Western Australia&lt;br&gt;Work Health and Safety Act 2020&lt;br&gt;Work Health and Safety Regulations 2022&lt;br&gt;Legislation Western Australia: &lt;u&gt;https://www.commerce.wa.gov.au/worksafe/legislation&lt;/u&gt;&lt;br&gt;Codes of Practice WA: &lt;u&gt;https://www.commerce.wa.gov.au/worksafe/codes-practice&lt;/u&gt;&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;Northern Territory&lt;br&gt;Work Health and Safety (National Uniform Legislation) Act 2011&lt;br&gt;Work Health and Safety (National Uniform Legislation) Regulation 2015&lt;br&gt;Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance/wg.place-servelaws&lt;br&gt;Codes of Practice NT: https://worksafe.nt.gov.au/formed-resources/servelaws&lt;/td&gt;&lt;td&gt;Safe Work Australia Links&lt;br&gt;Law and Regulation (All States): &lt;u&gt;https://www.safeworkaustralia.gov.au/law-and-regulation&lt;/u&gt;&lt;br&gt;Model Codes of Practice: &lt;u&gt;https://www.safeworkaustralia.gov.au/resources-publications/model-&lt;br&gt;codes-of-practice&lt;/u&gt;&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;South Australia&lt;br&gt;Work Health and Safety Act 2012 (SA)&lt;br&gt;Work Health and Safety Regulations 2012 (SA)&lt;br&gt;Legislation for SA: &lt;u&gt;https://www.safework.sa.gov.au/resources/legislation&lt;/u&gt;&lt;br&gt;Codes of Practice for SA: &lt;u&gt;https://www.safework.sa.gov.au/work_dces/codes-of-practice#COPs&lt;/u&gt;&lt;/td&gt;&lt;td&gt;&lt;ul&gt;     &lt;li&gt;Model Codes of Practice&lt;/li&gt;     &lt;li&gt;Managing noise and preventing hearing loss at work&lt;/li&gt;     &lt;li&gt;Confined spaces&lt;/li&gt;     &lt;li&gt;Labelling of workplace hazardous chemicals&lt;/li&gt;     &lt;li&gt;Managing risks of hazardous chemicals in the workplace&lt;/li&gt;     &lt;li&gt;Welding processes&lt;/li&gt; &lt;/ul&gt;&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;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: &lt;a href=" https:="" laws-and-compliance="" topics="" worksafe.tas.gov.au="">https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations</a> Codes of Practice for TAS: <a href="https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice">https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice</a>	<ul> <li>First aid in the workplace</li> <li>Managing the risk of falls at workplaces</li> <li>Hazardous manual tasks</li> <li>Managing the risk of falls in housing construction</li> <li>Managing electrical risks in the workplace</li> <li>Demolition work</li> <li>Excavation work</li> <li>Work health and safety consultation, cooperation and coordination</li> </ul>
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.	<ul> <li>Work health and safety consultation, cooperation and coordination</li> <li>Managing the work environment and facilities</li> <li>How to manage work health and safety risks</li> <li>Managing risks of plant in the workplace</li> <li>Construction work</li> </ul>



#### 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	