

Routine Servicing Of Food And D	rink Machinery SAFE WOI	RK METHOD STATEMENT (S	WMS)
TASK OR ACTIVIT	Y: Routine Servicing Of Food Ar	nd Drink Machinery	
Business Name:		ABN:	SWMS#
Business Address:			
Contact Person:	Phone:	E fil:	
THIS SAFE WORK METHOD	STATEMENT IS APPROVED BY	THE PC. OF THE ROJECT	
Under the Work Health and Safety Regulation (WHS Regulation), a person conduct the proposed work starts.	cting a business or under the (Pourt) is	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 a	opliance the VMS a well as review	s and modifications of the SWMS.	
Full Name:		Title:	Phone:
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS MAN PHAVE THE FOLLOWING COMMUNICATED	NALE 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 egislative requirements to first identify any site hazards, such to come hical those hazards and then to further take steps to either eliminate or contral each hazard.			
If an incident or a near miss occurs, all work must stop an ately. 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.	
INNE LOW LOW MODERATE HIGH HIGH LOW Reseconde Isolate the hazard. Notes on Hierarchy of Controls: Elimination methods are the most effective and preferre usen consisting a hazard. Substitution is 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 Hierarchy effective 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					

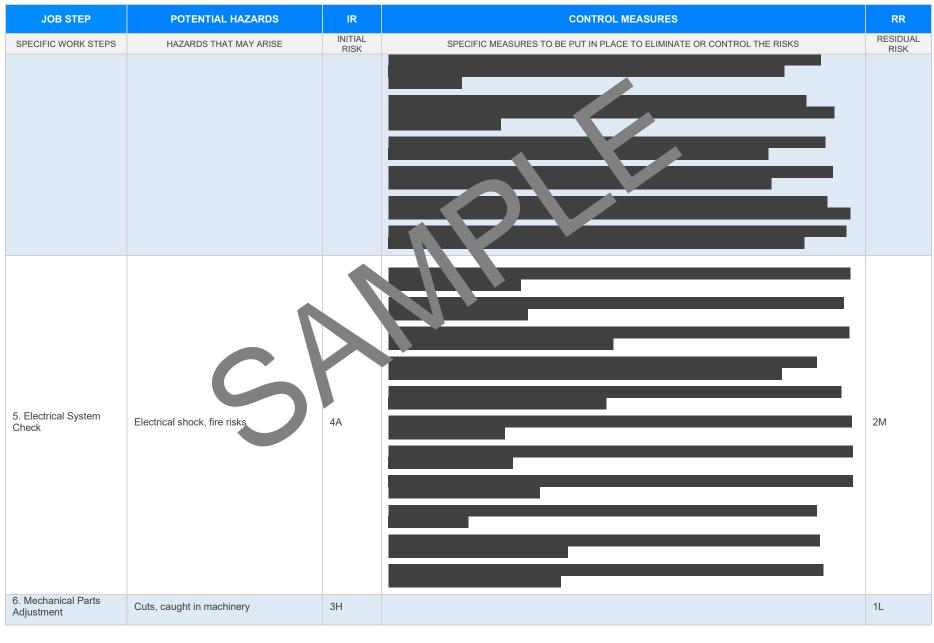


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Preparation	Slips, trips, falls, electrical hazards	ЗН	 Ensure all workers wear appropriate non-securiotivear to reduce the risk of slips and trips. Conduct regular inspections of the work are and proceedy clean up any spills to prevent falls. Clearly mark wet or slippery surfaces with ware unsigns until they are fully dry. Use insulated tools and equipment to minimise electrical rise, especially when working near water. Implement a lockontine out procedure before service dequipment to ensure it is de-energised. Regularly testend tag electrical electrometric and address after standards and is free from faults. Arrange cabe and cordinately and other away from walkways to prevent tripping hazards. Ensure dequare the ling sessions on hazard identification and response protocols for all staff. Provide personal productive equipment such as gloves and goggles to shield against electrical shocks and othe injurt. 	2M
2. Machinery Inspection	Falling objects, cuts from sharp objects, noise	ЗН	 Conductor pre-inspection safety briefing with all personnel to outline potential hazards and necessary acautions. Bure that all employees involved in the inspection are provided with and correctly use Personal Protective Equipment (PPE) including gloves, hard hats, and cut-resistant sleeves. Use safety signs and barriers to alert and prevent unauthorised personnel from entering the inspection area. Perform a risk assessment to identify specific areas where falling objects may pose a threat and implement additional controls as needed. Regularly maintain and inspect lifting equipment to ensure it is in good working order to prevent machinery components from dropping during inspection. Utilise lockout/tagout procedures to ensure that machinery remains de-energised during the entire inspect on process, reducing the risk of accidental start-up. Inspect tools and equipment prior to use to ensure they are free from defects and suitable for the task. Train staff on handling sharp components safely and how to employ safe lifting techniques while securing or removing parts. Limit employee exposure to high noise levels by providing hearing protection and scheduling inspections during less noisy operational hours when feasible. Establish communication protocols so team members can relay warnings and updates efficiently during the inspection. 	2M



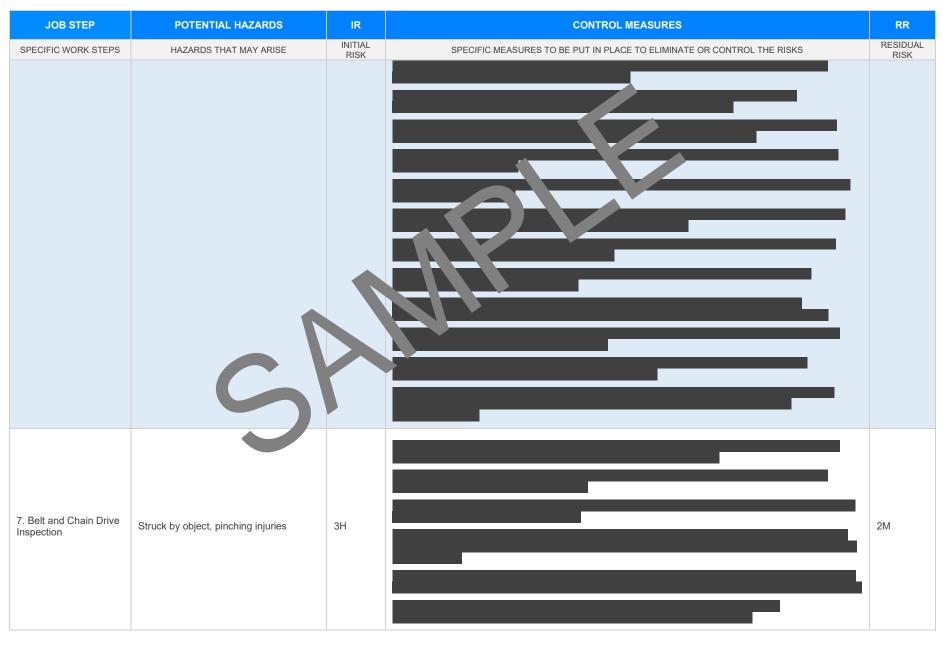
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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			- Encourage regular breaks to mitigate fatigue-related errors which could lead to mishandling or improper use of safety equipment.	
3. Cleaning and Degreasing	Chemical hazards, eye injuries	ЗH	 Conduct a risk assessment before starting to untify potential hazards and implement appropriate controls. Use personal protective equipment (PPE) such as causes, goggles, and face shields to protect against chemical splashes and vapours. Ensure adequate ventilations the area to dispend fumes or areduce inhalation risks from cleaning agents. Provide training to monors on an endling chemicals sarely, including correct usage, storage, and disposal procedures. Have an entruency eye tish station and vaccessible in case of accidental eye exposure to chemicals. Foll netroduct consistructions and safety data sheets (SDS) for all cleaning agents used during the proce. Use non-structure of prevent slips and falls in areas that may become wet or greasy during cleaning. Inter clianing to micals in a secure, labelled location away from food preparation areas to prevent contactions on. Implement safe work procedures, such as using appropriate tools and techniques, to minimise direct contactions and waitenance of PPE to ensure it is in good working condition and provides adequate protection. Establish clear signage and barriers around the cleaning area to restrict access and prevent inadvertent exposure to hazardous substances. 	1L
4. Lubricating the Machinery	Skin burns, slips	3H		1L





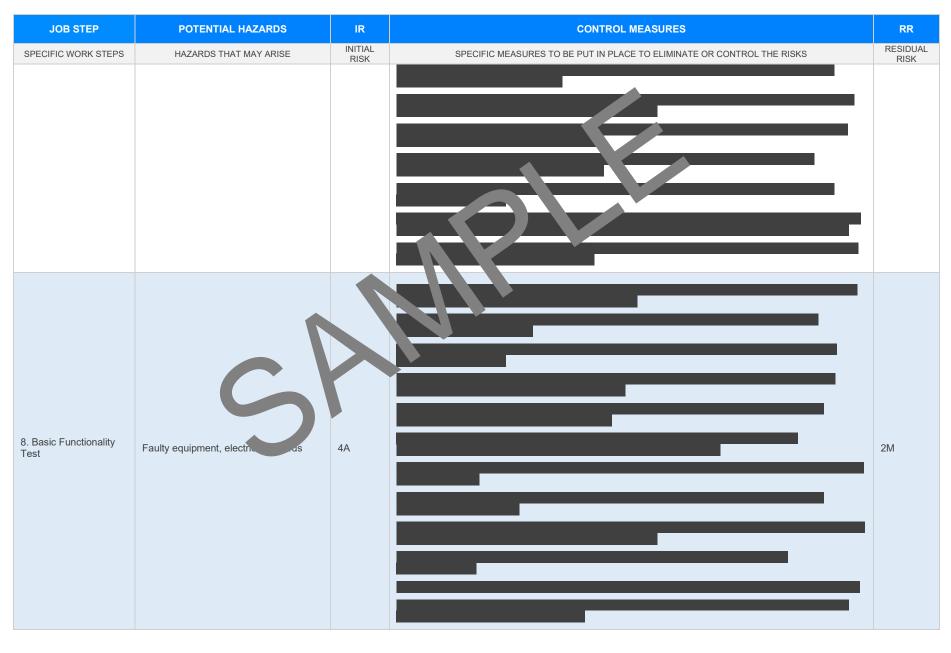
Date of Issue:





Version 2.5





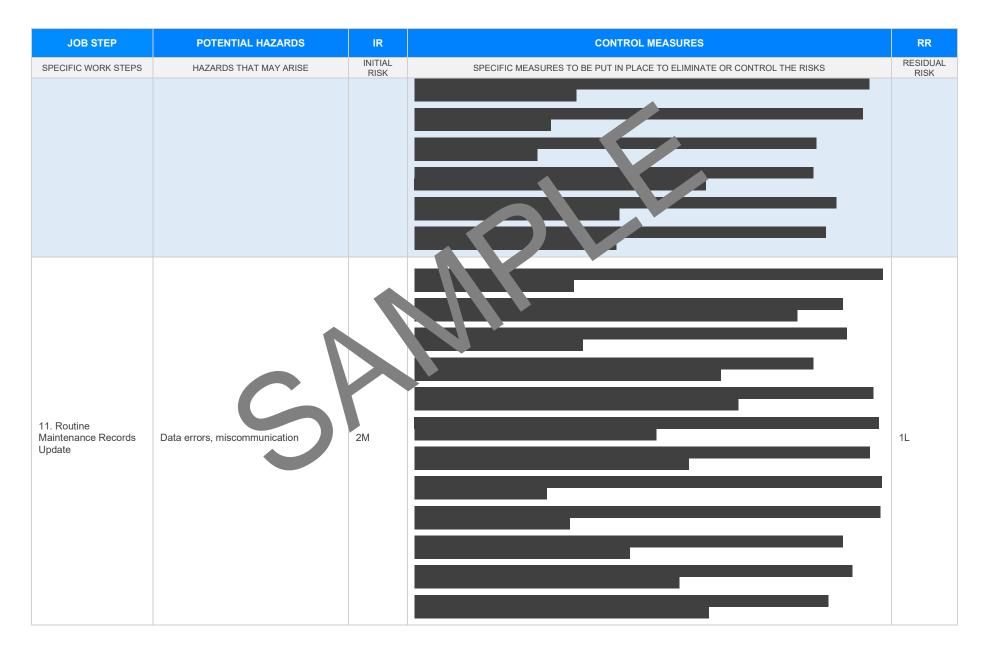
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JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
9. Servicing Motor Units	Electrical hazards, burns	4A		2M
10. Final Functionality Test	Equipment malfunctioning, noise	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
12. Hazardous Waste Disposal	Chemical exposure, skin irritations	44		1L
13. Accident Reporting (If Any)	Incomplete reporting, data errors	2M		1L

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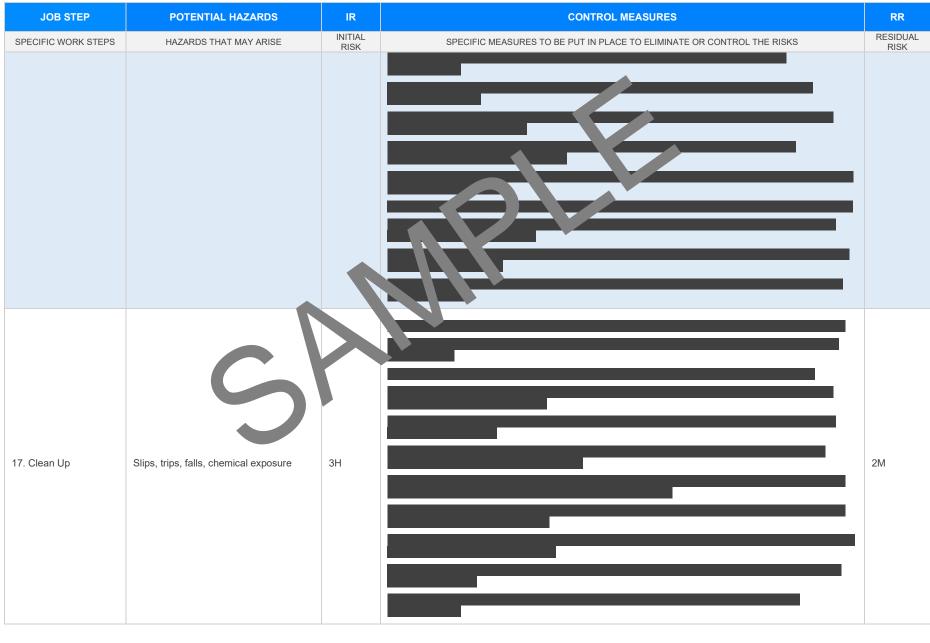
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JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
15. Equipment Test Run	Mechanical failures, electrical hazards	4A		2M
16. Machine Shut Down Procedures	Improper handling, electrical hazards	ЗН		2М

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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
18. Personal Protective Equipment (PPE) Check	PPE failure, inadequate PPE	3H		1L
19. Return of Tools and Equipment	Misplaced tools, tripping hazards	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
	C			



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: <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 are Safety Actioned Occupational Health and Infetive guilations 2017 Legis from VIC: https://www.euroksafe.vic.gov.au/occupational-health-and-safety-act-and- guilations Colles on Practice VICountps://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: https://www.safework.nsw.gov.au/legal-obligations/legislati-codes of Practice NSW: https://www.safework.nsw.gov.au/legal-obligations/legislati-codes of Practice NSW: https://www.safework.nsw.gov.au/legal-obligations/legislati-codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/lis <a acts-and-regulations"="" href="https://www.safework.nsw.gov.gov.gov.gov.gov.gov.gov.gov.gov.gov</td><td>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></td></tr><tr><td>Northern Territory
Work Health and Safety (National Uniform Legislation) Act 2011
Work Health and Safety (National Uniform Legislation) Regulation 2015
Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance/weiplace-servelaws
Codes of Practice NT: https://worksafe.nt.gov.au/formed-resources/compliance/weiplace-servelaws</td><td>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</td></tr><tr><td>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></td><td> 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 </td></tr><tr><td>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.	\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	