

**Rubbish and Waste Disposal | SAFE WORK METHOD STATEMENT (SWMS)**

**TASK OR ACTIVITY: Rubbish and Waste Disposal**

|                   |        |        |
|-------------------|--------|--------|
| Business Name:    | ABN:   | SWMS#  |
| Business Address: |        |        |
| Contact Person:   | Phone: | Email: |

**THIS SAFE WORK METHOD STATEMENT IS APPROVED BY THE PCBU OF THE PROJECT**

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a safe work method statement (SWMS) is prepared before the proposed work starts.

|                                                                                                                                                       |        |        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------|
| Full Name:                                                                                                                                            |        |        |
| Signature:                                                                                                                                            | Title: | Date:  |
| Details of the person(s) responsible for ensuring implementation, monitoring compliance of the SWMS as well as reviews and modifications of the SWMS. |        |        |
| Full Name:                                                                                                                                            | Title: | Phone: |

**ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS SWMS MUST HAVE THE FOLLOWING COMMUNICATED**      **NAME OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE DEVELOPMENT AND APPROVAL OF THIS SWMS**

Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, then to communicate those hazards and then to further take steps to either eliminate or control each hazard.

If an incident or a near miss occurs, all work must stop immediately. 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 CONSTRUCTION WORK BEING CARRIED OUT

|                                                                                                                        |                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> involves a risk of a person falling more than 2 meters                                        | <input type="checkbox"/> is carried out on or near pressurised gas mains or piping                                     |
| <input type="checkbox"/> is carried out on a telecommunication tower                                                   | <input type="checkbox"/> is carried out on or near chemical, fuel or refrigerant lines                                 |
| <input type="checkbox"/> involves demolition of an element of a structure that is load-bearing                         | <input type="checkbox"/> is carried out on or near energised electrical installations or services                      |
| <input type="checkbox"/> involves demolition of an element related to the physical integrity of a structure            | <input type="checkbox"/> is carried out in an area that may have a contaminated or flammable atmosphere                |
| <input type="checkbox"/> involves, or is likely to involve, disturbing asbestos                                        | <input type="checkbox"/> involves tilt-up or precast concrete                                                          |
| <input type="checkbox"/> involves structural alteration or repair that requires temporary support to prevent collapse  | <input type="checkbox"/> is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor |
| <input type="checkbox"/> is carried out in or near a confined space                                                    | <input type="checkbox"/> is carried out in an area of a workplace where there is any movement of powered mobile plant  |
| <input type="checkbox"/> is carried out in/near a shaft or trench deeper than 2m or tunnel involving use of explosives | <input type="checkbox"/> is carried out in areas with artificial extremes of temperature.                              |
| <input type="checkbox"/> is carried out in or near water or other liquid that involves a risk of drowning.             | <input type="checkbox"/> involves diving work.                                                                         |

ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY

|  |
|--|
|  |
|--|

| RISK MATRIX    |               |            |            |         |              |             |                                   |
|----------------|---------------|------------|------------|---------|--------------|-------------|-----------------------------------|
| LIKELIHOOD     | INSIGNIFICANT | MINOR      | MODERATE   | MAJOR   | CATASTROPHIC | SCORE       | ACTION                            |
| ALMOST CERTAIN | 3 HIGH        | 3 HIGH     | 4 ACUTE    | 4 ACUTE | 4 ACUTE      |             |                                   |
| LIKELY         | 2 MODERATE    | 3 HIGH     | 3 HIGH     | 4 ACUTE | 4 ACUTE      | 4A ACUTE    | DO NOT PROCEED                    |
| POSSIBLE       | 1 LOW         | 2 MODERATE | 3 HIGH     | 4 ACUTE | 4 ACUTE      | 3H HIGH     | Review before work starts.        |
| UNLIKELY       | 1 LOW         | 1 LOW      | 2 MODERATE | 3 HIGH  | 4 ACUTE      | 2M MODERATE | Ensure control measures in place. |
| RARE           | 1 LOW         | 1 LOW      | 2 MODERATE | 3 HIGH  | 3 HIGH       | 1L LOW      | Monitor and keep records          |

  

| HEIRARCHY OF CONTROLS                              |  |
|----------------------------------------------------|--|
| <b>Elimination</b><br>Remove the hazard.           |  |
| <b>Substitution</b><br>Replace the hazard.         |  |
| <b>Isolation</b><br>Isolate People from the hazard |  |
| <b>Engineering</b><br>Isolate the hazard.          |  |
| <b>Administrative</b><br>Change the work.          |  |
| <b>PPE</b>                                         |  |

**Notes on Hierarchy of Controls:** Elimination methods are the most effective and preferred when controlling a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the third most effective, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment) is the least effective method.

| PERSONAL PROTECTIVE EQUIPMENT (PPE)                                                                               |                                                                                                       |                                                                                                       |                                                                                                          |                                                                                                      |                                                                                                               |                                                                                                         |                                                                                                           |                                                                                                             |                                                                                                         |                                                                                                        |                                                                                                                |
|-------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable). |                                                                                                       |                                                                                                       |                                                                                                          |                                                                                                      |                                                                                                               |                                                                                                         |                                                                                                           |                                                                                                             |                                                                                                         |                                                                                                        |                                                                                                                |
| FOOT PROTECTION<br>             | HAND PROTECTION<br> | HEAD PROTECTION<br> | HEARING PROTECTION<br> | EYE PROTECTION<br> | RESPIRATORY PROTECTION<br> | FACE PROTECTION<br> | HIGH-VIS CLOTHING<br> | PROTECTIVE CLOTHING<br> | FALL PROTECTION<br> | SUN PROTECTION<br> | HAIR/JEWELLERY SECURED<br> |
| <input type="checkbox"/>                                                                                          | <input type="checkbox"/>                                                                              | <input type="checkbox"/>                                                                              | <input type="checkbox"/>                                                                                 | <input type="checkbox"/>                                                                             | <input type="checkbox"/>                                                                                      | <input type="checkbox"/>                                                                                | <input type="checkbox"/>                                                                                  | <input type="checkbox"/>                                                                                    | <input type="checkbox"/>                                                                                | <input type="checkbox"/>                                                                               | <input type="checkbox"/>                                                                                       |
| 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                | 2M           | <ul style="list-style-type: none"> <li>- Conduct proper risk assessment: Before beginning the waste disposal process, perform a comprehensive risk assessment to identify potential hazards and develop adequate control measures.</li> <li>- Provide training on waste handling: Ensure that all staff involved in the rubbish and waste disposal receive thorough training on waste management procedures and the safe usage of equipment and machinery.</li> <li>- Personal Protective Equipment (PPE): Mandate and provide appropriate PPE, such as gloves, safety glasses or goggles, masks, and coveralls for employees involved in waste disposal tasks.</li> <li>- Label waste containers clearly: Clearly label waste containers based on their contents to prevent accidental exposure to hazardous materials.</li> <li>- Implement disposal techniques: Train employees on proper waste segregation technique to ensure safe and effective disposal.</li> <li>- Safety communication: Establish clear lines of communication between employees engaged in waste disposal tasks to ensure any issues are promptly reported and addressed.</li> <li>- Regular inspections: Conduct regular inspections of work sites and waste storage areas to detect and rectify unsafe conditions.</li> <li>- Emergency response plan: Develop and communicate an emergency response plan to all employees so they know how to respond in case of accidents or spillages.</li> <li>- Waste handling tools and equipment: Provide suitable waste handling tools and equipment, ensuring they are well maintained, clean, and readily available for use.</li> <li>- Housekeeping: Maintain a clean and organised work environment to reduce the risk of injuries caused by slips, trips, and falls due to improper waste disposal.</li> <li>- Review and update control measures: Regularly review and update the control measures employed for rubbish and waste disposal to ensure continuous improvement and adapt to changes in regulations or workplace practices.</li> </ul> | 1L            |
| 2. Waste Identification | Hazardous materials exposure, Biological hazards | 3H           | <ul style="list-style-type: none"> <li>- Provide adequate training for workers responsible for waste identification, with a focus on recognizing and handling hazardous materials and understanding the risks associated with biological hazards.</li> <li>- Establish clear protocols for the proper storage of different types of waste, to minimise the risk of cross-contamination and potential harm to workers. This may include secure containers and designated areas for storing hazardous materials, such as chemical waste or biohazardous waste.</li> <li>- Regularly inspect waste storage areas for signs of leaks or spills and address issues promptly in order to prevent exposure to hazardous materials or potential contamination.</li> <li>- Ensure personal protective equipment (PPE) is worn by all workers involved in waste identification tasks, including gloves, eye protection, and masks if necessary, depending on the nature of the waste being handled.</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 |
|                     |                                            |              | <ul style="list-style-type: none"> <li>- Implement strict hand-washing protocols for employees handling waste, ensuring that they wash their hands thoroughly with soap and water after removing PPE and before touching any surfaces or objects.</li> <li>- Develop emergency response plans to deal with accidents, spills, or other incidents involving hazardous materials or biological hazards. This should include procedures for evacuating the affected area, notifying relevant authorities, and providing appropriate first aid or medical care.</li> <li>- Install safety signage in waste storage areas and around work zones, indicating the presence of hazardous materials and alerting workers to potential risks.</li> <li>- Encourage open communication among workers regarding potential hazards and concerns, and promote a culture where reporting hazards is encouraged and supported.</li> <li>- Provide workers with access to Material Safety Data Sheets (MSDS) for all potentially hazardous substances they may encounter during waste identification tasks, and ensure they are trained on how to interpret and use this information.</li> <li>- Conduct regular risk assessments and update SWMS as needed to account for changes in workplace practices, new hazards, or other contributing factors.</li> <li>- Dispose of hazardous materials and biological waste in a safe and responsible manner, in accordance with all local, state, and federal regulations governing waste disposal.</li> <li>- Implement a system for tracking the location and status of hazardous materials, ensuring their proper disposal and minimising the risk of accidental exposure to workers or contamination of other waste streams.</li> <li>- Ensure that all workers involved in waste identification and disposal processes are up-to-date with relevant immunizations and have access to medical surveillance programs as necessary, to maintain safety and health.</li> <li>- Regularly review and update workplace policies, procedures, and training programs related to waste identification and handling, to ensure ongoing compliance with best practices and recognition of new hazards.</li> </ul> |               |
| 3. Segregation      | Cross-contamination, Inadequate containers | 3H           | <ul style="list-style-type: none"> <li>- Thoroughly train employees on proper waste segregation procedures, including the use of appropriate colour-coded containers and clear labelling to differentiate between different types of waste.</li> <li>- Regularly inspect and maintain waste disposal containers to ensure they are in good working order, have secure lids, and do not have any cracks or leaks that may lead to cross-contamination.</li> <li>- Implement a strict schedule for the regular cleaning and sanitization of all waste disposal containers, especially those holding hazardous waste, to minimise the risk of contamination.</li> <li>- Place designated waste disposal areas strategically throughout the facility, ensuring they are easily accessible yet separate from other critical work zones to reduce potential contact with contaminants.</li> <li>- Utilise personal protective equipment (PPE) such as gloves, aprons, and face masks when handling waste materials, particularly when sorting and segregating, to protect workers from direct contact with hazardous substances.</li> <li>- Establish a monitoring system or checklist to ensure adherence to waste segregation protocols, with routine checks performed by supervisors or designated personnel.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 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 |
|                     |                             |              | <ul style="list-style-type: none"> <li>- Ensure that all waste disposal containers are appropriately labelled with clear signage indicating the type of waste that can be disposed of within each container.</li> <li>- Dispose of contaminated equipment, tools, or PPE in proper waste bins if they cannot be decontaminated, minimising the risk of spreading contamination to other areas.</li> <li>- Implement emergency procedures and communication plans in case of accidental spills or leaks involving potentially hazardous waste materials, ensuring swift response to mitigate potential cross-contamination risks.</li> <li>- Conduct regular audits and reviews of waste management processes, ensuring they remain up-to-date and compliant with relevant industry standards, regulations, and guidelines. Address identified issues promptly and implement improvements where necessary.</li> <li>- Encourage a culture of continuous improvement around waste management practices by inviting employee feedback and suggestions on ways to enhance existing practices and develop new, more effective solutions.</li> </ul> |               |
| 4. Transportation   | Spills, Strains and sprains | 2M           | <p>[REDACTED]</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 1L            |

SAMPLE



| 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 |
|                     |                              |              | [REDACTED]                                                             |               |
| 6. Loading Waste    | Overloading, Falling Objects | 3H           | [REDACTED]                                                             | 2M            |

SAMPLE

| 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 |
|                              |                                                              |              | [REDACTED]                                                             |               |
| 7. Material Handling         | Manual handling injuries, Incorrect use of lifting equipment |              | [REDACTED]                                                             | 1L            |
| 8. Onsite Traffic Management | Collisions, Pedestrian interactions                          | 2M           | [REDACTED]                                                             | 1L            |

SAMPLE



| 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 |
|                             |                                         |              | [REDACTED]                                                             |               |
| 10. Administrative Controls | Poor communication, Lack of supervision | 2M           | [REDACTED]                                                             | 1L            |
|                             |                                         |              | [REDACTED]                                                             |               |

SAMPLE

| 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 |
|                        |                           |              | [REDACTED]                                                             |               |
| 11. Emergency Planning | Fire, Medical emergencies | 2M           | [REDACTED]                                                             | 1L            |
|                        |                           |              | [REDACTED]                                                             |               |

SAMPLE

| 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 |
|                        |                                           |              | [REDACTED]                                                             |               |
| 12. Regular Inspection | Maintenance oversight, Leaking containers | 2M           | [REDACTED]                                                             | 1L            |
|                        |                                           |              | [REDACTED]                                                             |               |

SAMPLE



**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 FOR ANY STATE THAT 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 and Safety Act 2004  
 Occupational Health and Safety Regulations 2017  
 Legislation VIC: <https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations>  
 Codes of Practice VIC: <https://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/legislation>  
 Codes of Practice NSW: <https://www.safework.nsw.gov.au/resource-library/list-of-codes-of-practice>

**Western Australia**

Work Health and Safety Act 2020  
 Work Health and Safety Regulations 2022  
 Legislation Western Australia: <https://www.commerce.wa.gov.au/worksafe/legislation>  
 Codes of Practice WA: <https://www.commerce.wa.gov.au/worksafe/codes-practice>

**Northern Territory**

Work Health and Safety (National Uniform Legislation) Act 2011  
 Work Health and Safety (National Uniform Legislation) Regulations 2011  
 Legislation NT: <https://worksafe.nt.gov.au/laws-and-compliance/workplaces-and-laws>  
 Codes of Practice NT: <https://worksafe.nt.gov.au/laws-and-compliance/codes-of-practice>

**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>

**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/workplaces/codes-of-practice#COPs>

**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

**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.



**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 METHOD STATEMENT MONITORING AND REVIEW**

**The SWMS must be reviewed regularly** to make sure it remains effective and must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and sub-contractors) who may be affected by the operation of the SWMS and their health and safety representatives who represent that work group at the workplace.

When the SWMS has been revised the PCBU must ensure that all persons involved with the work are 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 result of the review are advised of the changes in a way that will enable them to implement their duties consistently 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.                       | <input checked="" type="checkbox"/> |                       |
| All relevant personnel consulted during the development of the SWMS.                                 | <input checked="" type="checkbox"/> |                       |
| Name, signature, position and date signed of the person approving the SWMS.                          | <input type="checkbox"/>            |                       |
| Specific personnel and qualifications, experience is noted in the SWMS.                              | <input checked="" type="checkbox"/> |                       |
| Provides a step-by-step process of tasks required to carry out the activity or task.                 | <input checked="" type="checkbox"/> |                       |
| Adequate risk assessment of any identified hazards has been completed.                               | <input checked="" type="checkbox"/> |                       |
| Foreseeable hazards are identified and documented for each step.                                     | <input checked="" type="checkbox"/> |                       |
| Any hazards listed in any site risk assessments have been added to the SWMS.                         | <input checked="" type="checkbox"/> |                       |
| SWMS initial risk (IR) column as well as residual risk (RR) column completed.                        | <input checked="" type="checkbox"/> |                       |
| Check control measures added to the SWMS are the most effective selected.                            | <input checked="" type="checkbox"/> |                       |
| Responsible person is assigned and listed on the SWMS for the implementation of control measures.    | <input checked="" type="checkbox"/> |                       |
| Permit or licenses requirements specified, such as Hot Work, Electrical Work, Work at Heights etc.   | <input checked="" type="checkbox"/> |                       |
| SWMS identifies plant and equipment to be used.                                                      | <input checked="" type="checkbox"/> |                       |
| Details of inspection checks required for any equipment listed are noted on the SWMS.                | <input checked="" type="checkbox"/> |                       |
| Describes any mandatory qualifications, experience, training or skills required to perform the work. | <input checked="" type="checkbox"/> |                       |
| Applicable personal protective equipment is selected on the SWMS.                                    | <input checked="" type="checkbox"/> |                       |
| Reflects and documents any legislative references and/or Australian Standards.                       | <input checked="" type="checkbox"/> |                       |
| Identifies any hazardous substances used with specific control measures in line with any SDS.        | <input checked="" type="checkbox"/> |                       |
| <b>REVIEWED BY</b>                                                                                   |                                     | <b>DATE REVIEWED</b>  |
| <b>SIGNATURE</b>                                                                                     |                                     | <b>DATE COMPLETED</b> |