

## Seafood and Meat Processing and Manufacturing | SAFE WORK METHOD STATEMENT (SWMS)

### TASK OR ACTIVITY: Seafood and Meat Processing and Manufacturing

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

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.

### NAME OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE DEVELOPMENT AND APPROVAL OF THIS SWMS

### 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 1.5m 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

**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.



**Elimination**  
Remove the hazard.

**Substitution**  
Replace the hazard.

**Isolation**  
Isolate People from the hazard

**Engineering**  
Isolate the hazard.

**Administrative**  
Change the work.

**PPE**

PERSONAL PROTECTIVE EQUIPMENT (PPE)											
Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable).											
FOOT PROTECTION 	HAND PROTECTION 	HEAD PROTECTION 	HEARING PROTECTION 	EYE PROTECTION 	RESPIRATORY PROTECTION 	FACE PROTECTION 	HIGH-VIS CLOTHING 	PROTECTIVE CLOTHING 	FALL PROTECTION 	SUN PROTECTION 	HAIR/JEWELLERY SECURED 
<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
Receiving and unloading product	<ul style="list-style-type: none"> <li>Unsecured vehicle movement</li> <li>Crush injury from shifting loads</li> <li>Manual handling of heavy cartons</li> <li>Slip hazards from melting ice and water</li> <li>Contact with spoiled seafood or meat</li> <li>Struck by powered pallet jacks or forklifts</li> </ul>	3H	<ul style="list-style-type: none"> <li>Park delivery trucks on level ground and always park brake before unloading</li> <li>Chock vehicle wheels where there is any risk of movement</li> <li>Confirm forklift and pallet jack operators hold appropriate high risk work licence or competency</li> <li>Inspect loads for stability before removing restraints and secure unstable pallets before moving</li> <li>Use mechanical aids such as pallet jacks, trolleys or forklifts for all pallets and heavy cartons over 20 kg</li> <li>Plan team lifts for awkward or bulky items and brief workers on lift technique before handling</li> <li>Keep dock area clear of non-essential persons during unloading and establish a marked pedestrian exclusion zone</li> <li>Immediately clean up ice, water and product spills using squeegees and absorbent materials</li> <li>Place non-slip mats at entry points where water is regularly tracked in</li> <li>Segregate and label spoiled or suspect product and store in designated discard bins with lids</li> <li>Provide insulated, cut-resistant gloves and waterproof aprons for workers handling packaged seafood and meat</li> <li>DO NOT stand under suspended loads or between moving vehicles and fixed structures</li> <li>Verify truck tailgate loaders and forklifts are inspected and serviced to manufacturer requirements and recorded in maintenance log</li> </ul>	2M
Cold storage and chiller entry	<ul style="list-style-type: none"> <li>Cold stress and hypothermia</li> <li>Reduced grip from condensation and ice</li> <li>Slip hazards on icy floors</li> <li>Entrapment in coolrooms or freezers</li> <li>Poor visibility in low light</li> <li>Manual handling of racks and tubs</li> </ul>	3H	<ul style="list-style-type: none"> <li>Set and verify coolroom and freezer temperatures according to product requirements and manufacturer specifications</li> <li>Install internal emergency release mechanisms on all coolroom and freezer doors and test weekly</li> <li>Fit doors with viewing panels or door alarms where practicable to reduce entrapment risk</li> <li>Implement a sign-in and buddy system for workers entering freezers for extended periods</li> <li>Limit time in cold rooms by planning picks in advance and staging product near doors</li> <li>Provide insulated freezer clothing, thermal gloves, beanies and non-slip waterproof safety boots</li> <li>Install non-slip floor coatings or mats at high traffic freezer entrances</li> <li>Remove ice build-up from floors and thresholds using appropriate de-icing methods on a scheduled basis</li> <li>Store heavier items between knee and shoulder height to reduce reaching and bending in confined spaces</li> <li>Use mobile racks and trolleys with large, low-temperature-rated castors to minimise manual carrying</li> <li>Ensure coolroom lighting meets AS/NZS lighting requirements and replace failed lamps promptly</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>DO NOT wedge coolroom doors open with makeshift objects that could prevent emergency closing or sealing</li> <li>Train workers to recognise early signs of cold stress and to exit and warm up at designated intervals</li> </ul>	
Stunning and bleeding (where applicable)	<ul style="list-style-type: none"> <li>Contact with live animals or shellfish</li> <li>Cuts from sharp edges and horns</li> <li>Exposure to blood and bodily fluids</li> <li>Slips on blood and offal</li> <li>Incorrect operation of stunning equipment</li> <li>Noise from machinery and animals</li> </ul>	4A	<ul style="list-style-type: none"> <li>Design animal handling areas with solid sides and non-slip flooring to prevent kicking and crushing</li> <li>Install raceways and restraining systems that minimise manual contact with live animals</li> <li>Provide long-handled tools for moving product and animals to keep hands clear of pinch points and impact zones</li> <li>Calibrate and test stunning equipment at the start of each shift according to manufacturer instructions</li> <li>Train authorised workers on human handling, stunning procedures and emergency shutdown of equipment</li> <li>Wear fluid-resistant aprons, sleeve protectors and AS/NZS 2161 cut-resistant gloves when handling live or freshly slaughtered product</li> <li>Use face shields or safety goggles and fluid-resistant masks where splashing of blood or fluids is likely</li> <li>Implement immediate clean-up procedures for blood and offal using appropriate tools and dedicated bins</li> <li>Install adequate drainage and graded floors to prevent pooling of fluids</li> <li>Provide hearing protection compliant with AS/NZS 1270 where noise levels exceed exposure standards</li> <li>DO NOT permit untrained personnel to operate stunning equipment or enter restricted slaughter areas</li> <li>Maintain and document preventative maintenance and electrical testing of stunning equipment in line with AS/NZS 3760</li> </ul>	2M
Evisceration and carcass breakdown	<ul style="list-style-type: none"> <li>Knife puncture and lacerations</li> <li>Musculoskeletal strain from repetitive cutting</li> <li>Biological contamination from offal and gut contents</li> <li>Flying bone fragments</li> <li>Slip hazards from fat and tissue</li> <li>Contact with sanitising chemicals</li> </ul>	4A	<ul style="list-style-type: none"> <li>[REDACTED]</li> <li>[REDACTED]</li> <li>[REDACTED]</li> <li>[REDACTED]</li> <li>[REDACTED]</li> <li>[REDACTED]</li> <li>[REDACTED]</li> </ul>	2M

[illegible]

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
Knife food processing and preparation	<ul style="list-style-type: none"> <li>• Lacerations from chef knives</li> <li>• Puncture wounds during trimming</li> <li>• Cross-contamination between raw and cooked products</li> <li>• Repetitive chopping strain</li> <li>• Dropped knives on feet</li> <li>• Contact with hot surfaces or liquids nearby</li> </ul>	3H		2M
Safe use of slice machines	<ul style="list-style-type: none"> <li>• Contact with rotating blades</li> <li>• Amputation from unguarded slicer</li> <li>• Entanglement of gloves or clothing</li> <li>• Electric shock from damaged cords</li> <li>• Noise exposure in processing room</li> <li>• Cleaning contact with sharp components</li> </ul>	4A		2M

from sealing bar  
fingers in the



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
Packing, labelling and weighing	<ul style="list-style-type: none"> <li>• Repetitive packing motions</li> <li>• Awkward reaching to conveyors</li> <li>• Slip hazards from dropped product</li> <li>• Incorrect allergen or date labelling</li> <li>• Strain from lifting boxes or crates</li> <li>• Contact with strapping and tape cutters</li> </ul>	3H		2M
Cleaning, sanitation and waste handling	<ul style="list-style-type: none"> <li>• Exposure to cleaning chemicals</li> <li>• Slip hazards from wash-down</li> <li>• Needlestick from bones and sharps in waste</li> </ul>	4A		2M

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
	<ul style="list-style-type: none"> <li>• Biohazard from decomposing product</li> <li>• High-pressure water injection injuries</li> <li>• Ergonomic strain from hose handling</li> </ul>		<div>SAMPLE</div>	
Refrigeration plant and gases	<ul style="list-style-type: none"> <li>• Exposure to ammonia or refrigerant gases</li> <li>• High-pressure line rupture</li> <li>• Electrical faults in plant room</li> <li>• Noise from compressors and fans</li> <li>• Confined space-like plant rooms</li> <li>• Slip and trip hazards around plant</li> </ul>	4A	<div>SAMPLE</div>	2M

- Cold-related illness
- Reduced dexterity in cold
- Condensation causing slippery surfaces
- Fogging of eye protection
- Reduced visibility from steam or mist
- Fatigue from extended standing

corridors

hygiene facilities

evacuation delays

shift work



## 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 IF 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 2025

Legislation NSW: <https://www.safework.nsw.gov.au/legal-obligations/legislation>

Codes of Practice NSW: <https://www.safework.nsw.gov.au/resource-library/list-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) Regulation 2011

Legislation NT: <https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws>

Codes of Practice NT: <https://worksafe.nt.gov.au/factsheets-and-resources/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>

### 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

### 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>

### 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 must 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>