Structural Body Panel Repla	acement SAFE WORK ME	THOD STATEMENT (SWMS)	
TASK OR A	CTIVITY: Structural Body Panel F	Replacement	
Business Name:		ABN:	SWMS#
Business Address:			
Contact Person:	Phone:	E ail:	
THIS SAFE WORK METHOD	STATEMENT IS APPROX D BY		
Under the Work Health and Safety Regulation (WHS Regulation), a person conduct the proposed work starts.	cting a business or under the (PC + I) is	required to en the that a safe work method s	tatement (SWMS) is prepared before
Full Name:			
Signature:	NK	Title:	Date:
Details of the person(s) responsible for ensuring implementation, monitoring a	poliance the VMS a well as review	s and modifications of the SWMS.	
Full Name:		Title:	Phone:
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS MAS PHAVE THE FOLLOWING COMMUNICATED	NAME OF ALL RELEVANT PERSONNE EVELOPMENT AND APPROVAL OF	EL WHO HAVE BEEN CONSULTED AND CO THIS SWMS	DMMUNICATED TO IN THE
Safety meetings or toolbox talks will be sched ed in according with gislative requirements to first identify any site hazards, such to compare those hazards and then to further take steps to either eliminate or contineach hazard.			
If an incident or a near miss occurs, all work must stop an added by Depending on the severity of the incident, a meeting will be called with all workers to amend the SWMS if required. The meeting may also be an educational opportunity.			
Any changes made to the SWMS after an incident or a near miss must be approved by the Person Conducting Business or Undertaking and communicated to all relevant personnel.			
The SWMS must be kept and be available for inspection at least until the work is completed. Where a SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to which the SWMS relates, then the SWMS must be kept for at least two years from the occurrence of the notifiable incident.			



CLIENT OR PRINCIPAL	CONTRACTOR DETAILS
Client:	SCOPE OF WORKS
Project Name:	
Project Address:	
Project Manager:	
Contact Phone:	
Date SWMS supplied to Project Manager:	
ANY HIGH-RISK CONSTRUC	
☐ involves a risk of a person falling more than 2 meters	I is carried out on or near pressurised gas mains or piping
□ is carried out on a telecommunication tower	carried out on or near chemical, fuel or refrigerant lines
☐ involves demolition of an element of a structure that is load-bearing	□ is carried out on or near energised electrical installations or services
□ involves demolition of an element related to the physical integ. Y of a sucture	\square is carried out in an area that may have a contaminated or flammable atmosphere
□ involves, or is likely to involve, disturbing asb	☐ involves tilt-up or precast concrete
involves structural alteration or repair that quires terminary supart to prevent collapse	☐ is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor
□ is carried out in or near a confined space	\Box is carried out in an area of a workplace where there is any movement of powered mobile plant
is carried out in/near a shaft or trench deeper that tunnel involving use of explosives	☐ is carried out in areas with artificial extremes of temperature.
☐ is carried out in or near water or other liquid that involves a risk of drowning.	☐ involves diving work.
ANY HIGH-RISK MACHINER	RY OR EQUIPMENT NEARBY



	RISK MATRIX										
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE			HEIRARCHY OF CONTROLS		
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE	SCORE	ACTION		Elimination Remove the hazard.		
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCE		Substitution		
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review befor work starts.		Replace the hazard.		
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.		Isolate People from the hazard		
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	nitor and k⊾ records		Engineering Isolate the hazard.		
is the second me	RARE LOW LOW MODERATE HIGH HIGH LOW ke records Isolate the hazard. otes on Hierarchy of Controls: Elimination methods are the most effective and preferrement on on the value of the second most effective method of controlling a hazard. Engineering by isolation is the value ost entitive, while Administrative ontrols by changing the work is the fourth most effective method. PPE (Personal Protective Equipment) the least effective Administrative work.										

						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 R	Other PPE Required:										
	Permit or Licenses Requirements				Mandatory Qualifications and Training						

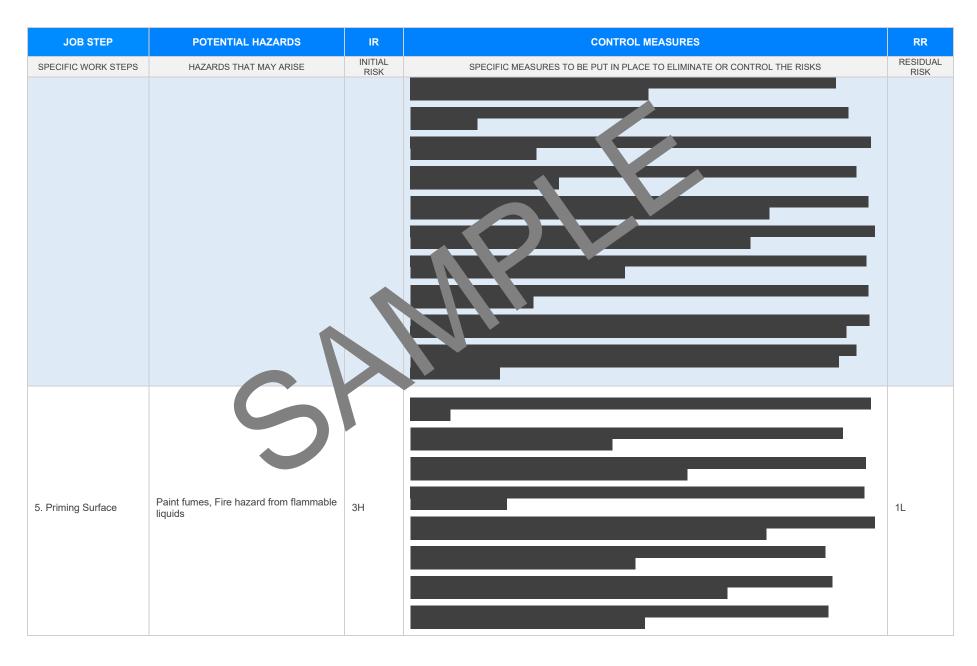


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Preparation	Trip hazards, falling objects	2М	 Ensure the work area is clean and organism to minimise trip hazards. Use safety signs and barriers to alert person el to normulal trip hazards in the work area. Store tools and materials in designated areas un event clutter and tripping hazards. Wear appropriate personal protective equipment uPE) including hard hats, safety glasses, and steel-toed boots. Conduct a predent inspection to contributing and remove loose objects that could become falling hazards. Secure all hars and materials at heart using tool lanyards and proper stacking techniques. Implement species on opervisors to number and manage safety during lifting activities. Use is empirical units like hoists or cranes for lifting heavy structural body panels to reduce the risk of droppil it than. Ensuranded, the light of in the work area to allow clear visibility and detection of tripping hazards. Sin is store on the importance of maintaining a tidy worksite and correct procedures for handling materials at heart. Arekop and communicate a site-specific safety plan that outlines the roles and responsibilities for hazard control. Regularly review and update the safety procedures based on feedback from workers and incident reports. 	1L
2. Removing Damaged Panel	Sharp edges, Jagged materials	ЗН	 Wear appropriate personal protective equipment (PPE) including cut-resistant gloves and safety goggles to prevent injury from sharp edges. Use protective sleeves or forearm guards to shield arms from potential contact with jagged materials. Mark the work area clearly with warning signs to alert others of the potential hazards present. Ensure all workers are trained in safe panel removal techniques to minimise the risk of exposure to sharp and jagged materials. Use proper hand tools designed for automotive bodywork to reduce the likelihood of accidental slips that could lead to cuts. Implement a clean-as-you-go approach to promptly remove debris and discarded panel pieces from the work area. Position work lights strategically to ensure clear visibility, reducing the chances of accidental contact with hazardous edges. Regularly inspect and maintain cutting tools to ensure they are sharp and less likely to snag on materials, which can create additional jagged edges. 	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
			- Use magnetic pickup tools or sweepers to safely collect small metal shards and debris from the workspace floor.	
			- Ensure adequate lighting is provided in the work of to enhance visibility and reduce the likelihood of accidents involving sharp or jagged objects.	
			- Position panels securely during removal to revent unpressary movement that could expose workers to hazards.	
			- Utilize panel lifters or suction cups where posses to maintain control and avoid handling panels directly.	
			- Provide first aid kits and imit. Viate medical support nearly of case of lacerations or other injuries occurring.	
			- Establish a burne system or high sisk tasks, en uring someone is available to assist and monitor safety compliance.	
			- Ensure II person the ear appropriate personal protective equipment, including gloves, safety goggles, and most to prevent inhalation or contact with harmful substances.	
			- Use pupel contilation systems to maintain air quality and reduce the concentration of airborne substances in the work wea.	
			-, wide aining the correct handling and disposal of materials that may release harmful substances during is ection.	
			mplement a spill response plan to quickly address any leaks or spills of hazardous substances, using a gnated spill kits.	
			Conduct regular air monitoring to assess levels of harmful substances and ensure they are within safe limits.	
3. Inspection of	Exposure to harm		- Establish designated areas for eating and drinking to prevent contamination from harmful substances.	
Affected Area	Ergonomic stressors	2M	- Use mechanical aids, like adjustable workbenches or stands, to position panels ergonomically and reduce strain.	1L
			- Train workers on correct posture and ergonomic techniques to minimise physical stress during inspection tasks.	
			- Rotate tasks among workers to prevent repetitive strain injuries and reduce prolonged exposure to ergonomic stressors.	
			- Schedule regular breaks to allow workers time to rest and recover from physically demanding positions.	
			- Use anti-fatigue mats where employees stand for extended periods to reduce physical stress.	
			- Encourage stretching exercises before and after tasks to enhance flexibility and reduce the risk of injury from ergonomic stressors.	
			- Conduct regular assessments of workstations and tools to ensure they are conducive to ergonomic best practices and adjust configurations as needed.	
4. Grinding and Sanding	Noise, Dust	2M		1L





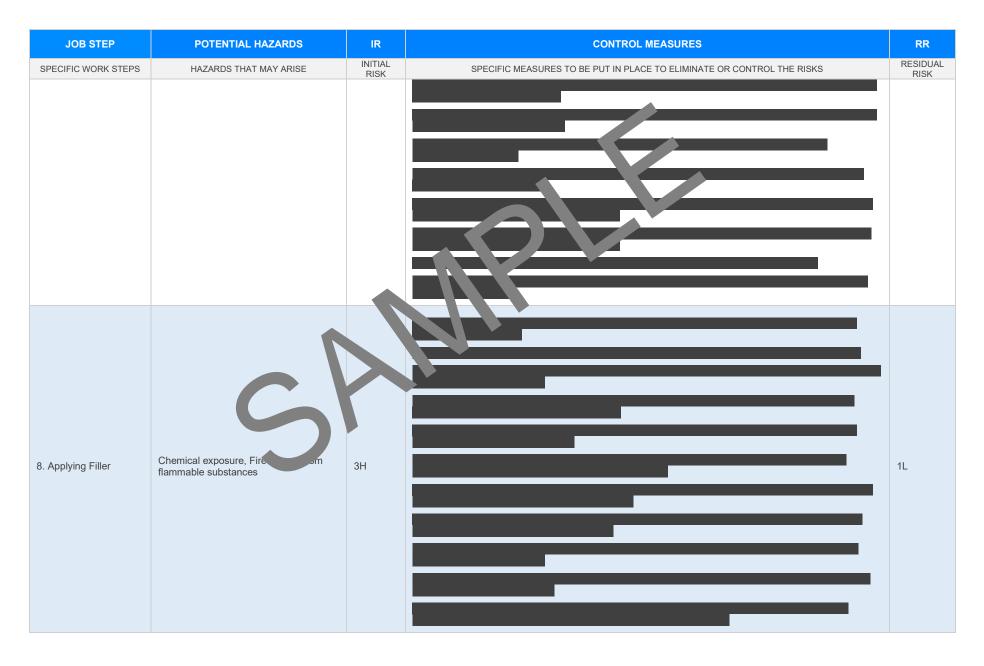




Version 2.5

Date of Issue:







JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUA
). Sanding Filled Area	Noise, Dust	2М		1L
I0. Priming and Painting	Chemical fumes, Fire risk from flammable paints	ЗН		2M
rsion 2.5	Authorised by		Review # Date of Issue: Review Date:	



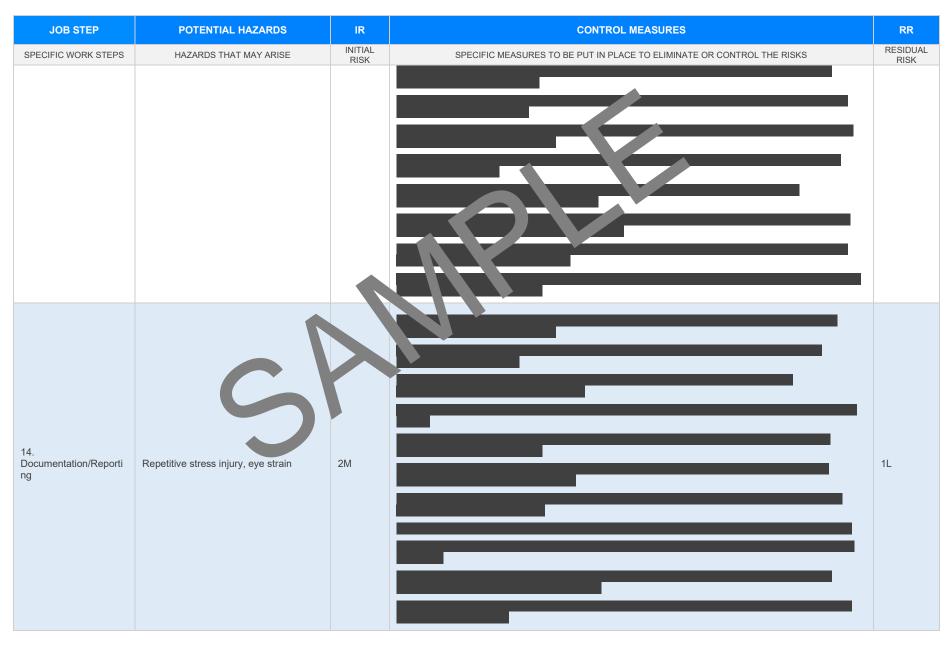
JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
11. Curing Paint	Chemical exposure, Heat exposure	ЗН		1L



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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
12. Inspecting Finished Work	Trip hazards, improperly secured panel	2М		1L
13. Clean-up	Slips, trips, and falls; Hazardous waste disposal	ЗН		1L





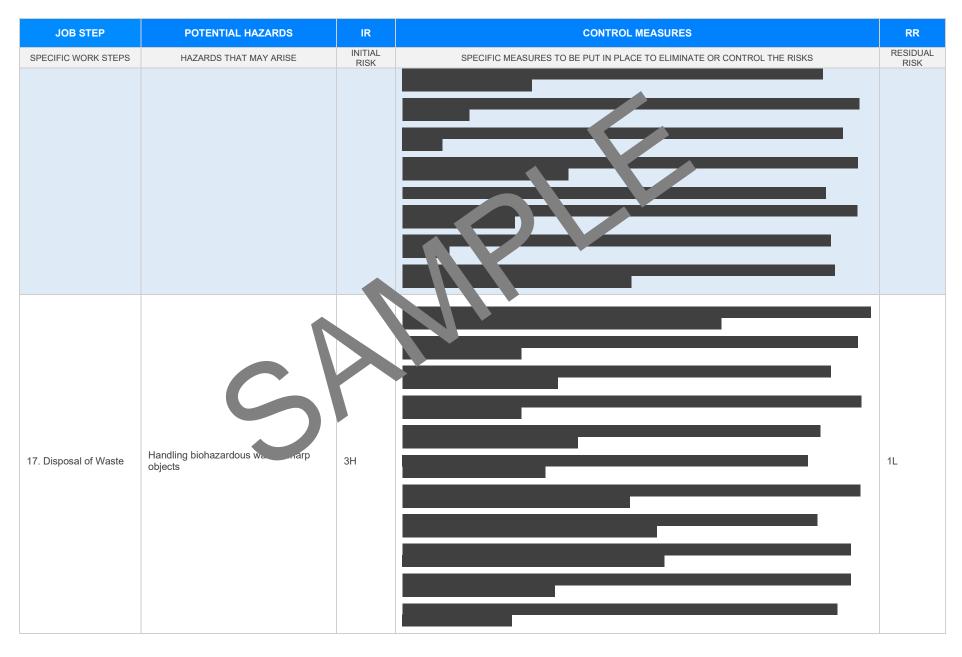
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JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
15. Equipment Maintenance	Incorrect operation, moving parts	ЗН		2М
16. Storage of Panels	Manual lifting, Falling objects	ЗН		1L

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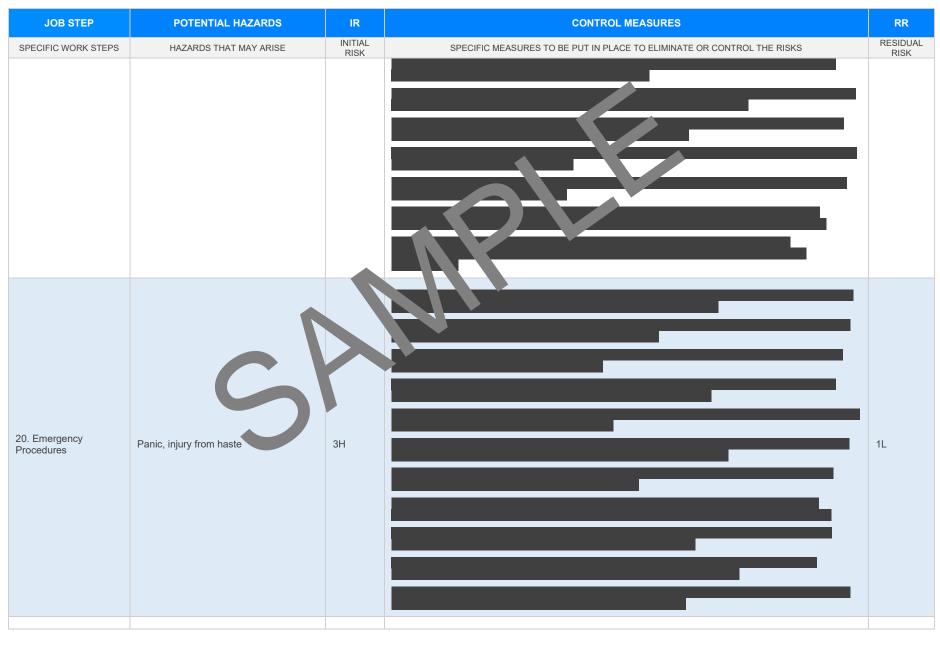




JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
18. Transportation	Manual handling, vehicle accident	2M		1L
19. Training	Inadequate knowledge, human error	4A		2M

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Version 2.5

Date of Issue:



JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
		INITIAL		RESIDUAL
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RISK



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.

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES ANY STATE AT ARE NOT APPLICABLE					
Queensland & Australian Capital Territory Work Health and Safety Act 2011 Work Health and Safety Regulations 2011 Legislation QLD: https://www.worksafe.gld.gov.au/laws-and-compliance/work-health-and-safety-laws Codes of Practice QLD: https://www.worksafe.gld.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 as Safety Act and 4 Occupational Health and orfety regulations 2017 Legis from VIC: <u>https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and- rulations</u> ordes of mactice VIC <u>astps://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice</u>				
New South Wales Work Health and Safety Act 2011 Work Health and Safety Regulations 2017 Legislation NSW: https://www.safework.nsw.gov.au/legal-obligations/legislative Codes of Practice NSW: https://www.safework.nsw.gov.au/legal-obligations/legislative	Western Australia Work Health and Safety Act 2020 Work Health and Safety Regulations 2022 Legislation Western Australia: <u>https://www.commerce.wa.gov.au/worksafe/legislation</u> Codes of Practice WA: <u>https://www.commerce.wa.gov.au/worksafe/codes-practice</u>				
Northern Territory Work Health and Safety (National Uniform Legislation) Act 2011 Work Health and Safety (National Uniform Legislation) Regulation 2011 Legislation NT: <u>https://worksafe.nt.gov.au/laws-and-compliance/weicplace-sector-laws</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/laws-and-compliance/weicplace-sector-laws</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/laws-and-compliance/weicplace-sector-laws</u>	Safe Work Australia Links Law and Regulation (All States): <u>https://www.safeworkaustralia.gov.au/law-and-regulation</u> Model Codes of Practice: <u>https://www.safeworkaustralia.gov.au/resources-publications/model- codes-of-practice</u>				
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/legulation</u> Codes of Practice for SA: <u>https://www.safework.sa.gov.au/work_aces/codes-of-practice#COPs</u>	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				
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: <u>https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations</u> Codes of Practice for TAS: <u>https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice</u>	 - Pinst and in the workplace - Managing the risk of falls at workplaces - Hazardous manual tasks - Managing the risk of falls in housing construction - Managing electrical risks in the workplace - Demolition work - Excavation work - Work health and safety consultation, cooperation and coordination 				
Details of permits, licenses or access required by regulatory bodies (add or delete as required): - Permits from local council - Authorisation to commence work - Any required documents.	 Work health and safety consultation, cooperation and coordination Managing the work environment and facilities How to manage work health and safety risks Managing risks of plant in the workplace Construction work 				



SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

The signed and dated personnel listed below have cooperated in the consultation and development of this Safe Work Method Statement which has been approved by the Person/s Conducting a Business or Undertaking (PCBU). In signing this Safe Work Method Statement each individual acknowledges and confirms that they have read this SWMS in full, having raised any questions for items on this Safe Work Method Statement that require clarification, and confirms that they are competent, skilled and knowledgeable for the task assigned to them. Every person acknowledges that they have received the relevant training and gualifications where required, before carrying out any work contained in this Safe Work Method Statement. By signing this Safe Work Method Statement each individual agrees to work safely, to follow any safe work instructions which are provided, and agrees to use all Personal Protective Equipment where appropriate.

Worker Name	Signature	Date

SAFE WORK N THE ST ATEM ANT MONITORING AND REVIEW

d must reviewed (and

hav be sted by the operation

should be carried out in

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

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

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

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

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

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



SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

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

ITEMS WHICH MUST BE INCLUDED IN THE SWMS	COMPLETED	COMMENTS	
The company details have been entered, including the project name and address.			
All relevant personnel consulted during the development of the SWMS.			
Name, signature, position and date signed of the person approving the SWMS.			
Specific personnel and qualifications, experience is noted in the SWMS.			
Provides a step-by-step process of tasks required to carry out the activity or task.			
Adequate risk assessment of any identified hazards has been completed.	\boxtimes		
Foreseeable hazards are identified and documented for each step.	\boxtimes		
Any hazards listed in any site risk assessments have been added to the SWMs	\boxtimes		
SWMS initial risk (IR) column as well as residual risk (RR) column mpleted.	\boxtimes		
Check control measures added to the SWMS are the most effective selection	\boxtimes		
Responsible person is assigned and listed on the property of the importation control measures.	\boxtimes		
Permit or licenses requirements specified, su as Hot Work, Electric Work, Work at Heights etc.	\boxtimes		
SWMS identifies plant and equipment to be use	\boxtimes		
Details of inspection checks required for any equipment listed protection on the SWMS.	\boxtimes		
Describes any mandatory qualifications, experience, and g or skills required to perform the work.	\boxtimes		
Applicable personal protective equipment is selected on the SWMS.	\boxtimes		
Reflects and documents any legislative references and/or Australian Standards.	\boxtimes		
Identifies any hazardous substances used with specific control measures in line with any SDS.	\boxtimes		
REVIEWED BY	DATE REVIEWED		
SIGNATURE	DATE COMPLETED		