Structural Dismantlin	g   SAFE WORK METHOD	STATEMENT (SWMS)							
TASK	COR ACTIVITY: Structural Disma	ntling							
Business Name:		ABN:	SWMS#						
Business Address:									
Contact Person:	Phone:	E ail:							
THIS SAFE WORK METHOD STATEMENT IS APPRO: O BY THE PC. OF TP' ROJECT         Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or under the group of (PC, P) is required to enuce that a safe work method statement (SWMS) is prepared before the proposed work starts.									
Full Name:									
Signature:	NK	Title:	Date:						
Details of the person(s) responsible for ensuring implementation, monitoring	ppliance the VMS a well as review	s and modifications of the SWMS.							
Full Name:		Title:	Phone:						
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS MAN HAVE THE FOLLOWING COMMUNICATED	NALE 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, source to compare hicas 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 ately. Depending on the severity of the incident, a meeting will be called with all workers to amend the SWMS if required. The meeting may also be an educational opportunity.									
Any changes made to the SWMS after an incident or a near miss must be approved by the Person Conducting Business or Undertaking and communicated to all relevant personnel.									
The SWMS must be kept and be available for inspection at least until the work is completed. Where a SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to which the SWMS relates, then the SWMS must be kept for at least two years from the occurrence of the notifiable incident.									



CLIENT OR PRINCIPAL CONTRACTOR DETAILS						
Client:	SCOPE OF WORKS					
Project Name:						
Project Address:						
Project Manager:						
Contact Phone:						
Date SWMS supplied to Project Manager:						
ANY HIGH-RISK CONSTRUC						
☐ involves a risk of a person falling more than 2 meters	I is carried out on or near pressurised gas mains or piping					
□ is carried out on a telecommunication tower	carried out on or near chemical, fuel or refrigerant lines					
☐ involves demolition of an element of a structure that is load-bearing	□ is carried out on or near energised electrical installations or services					
□ involves demolition of an element related to the physical integ. Y of a sucture	$\square$ is carried out in an area that may have a contaminated or flammable atmosphere					
□ involves, or is likely to involve, disturbing asb	☐ involves tilt-up or precast concrete					
involves structural alteration or repair that quires terrar by 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	000DF			HEIRARCHY OF CONTROLS					
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE	SCORE	SCORE	SCORE	SCORE	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.					
Notes on Hierarchy of Controls:       LOW       MODERATE       HIGH       HIGH       LOW       Revecods       Isolate the hazard.         Notes on Hierarchy of Controls:       Elimination methods are the most effective and preferre use in concurring a hazard. Substitution is the virtua post end tive, while Administrative Controls by changing the work is the fourth most effective method.       Preference       Preference       Preference														

						TIVE EQUIPM					
	Select the appropriate PPL above suitably for the equipment used or the job task being performed (if applicable).										
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	Manual handling injuries, exposure to hazardous substances	ЗН	<ul> <li>Ensure all workers involved in the preparation are trained in safe manual handling techniques.</li> <li>Use appropriate lifting equipment such as to teys, houe, and forklifts to minimise manual handling efforts.</li> <li>Conduct a risk assessment bior to commencing ork to ideal to potential hazards related to manual handling and hazardous subscrees.</li> <li>Implement a rotation of dule to tasks to prevent pupsical exhaustion and repetitive strain injuries among workers:</li> <li>Provide per total protective equipment (Porty, such as gloves and masks, to protect against exposure to hazard us subcrees).</li> <li>Cleak Arel and ore hazardous substances according to Australian safety standards to prevent accide an uposure spills.</li> <li>Establin of the communication procedures, including hand signals or radios, to ensure coordination mong it mms beres during preparation activities.</li> <li>Use per a clean and organised work area to avoid unnecessary trips, slips, and falls that may lead to manual handling injuries.</li> <li>Identify any weight limits for materials to be handled manually and enforce them strictly among workers.</li> <li>Place warning signs in areas where hazardous substances are stored to alert workers of potential dangers.</li> <li>Designate an emergency plan in case of accidental exposure to hazardous substances, including access to eye wash stations and first aid supplies.</li> <li>Assign experienced personnel to supervise and guide less experienced workers in safe manual handling and practices.</li> </ul>	2М
2. Site Assessment	Slips, trips and falls, getting struck by moving objects		<ul> <li>Conduct a thorough risk assessment of the site to identify potential slip, trip, and fall hazards.</li> <li>Ensure all workers are wearing appropriate personal protective equipment (PPE), including high-visibility clothing and non-slip footwear.</li> <li>Clearly mark and cordon off areas where moving objects are being used or moved, using barricades or warning signs.</li> <li>Implement a housekeeping plan to keep work areas free from debris, tools, and unnecessary materials that can cause tripping.</li> </ul>	

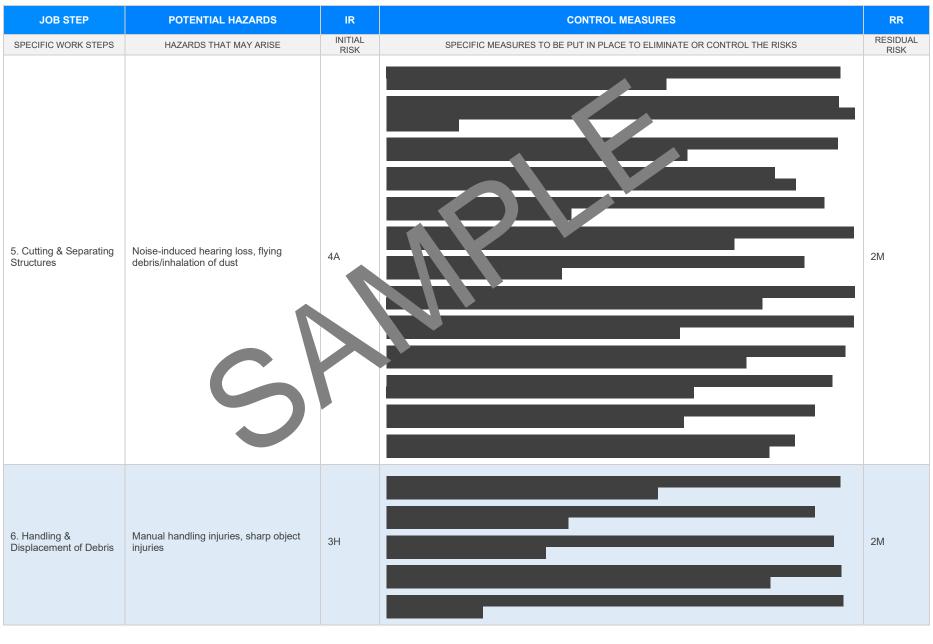


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			- Provide adequate lighting in all areas to ensure clear visibility of the workspace, especially during early morning or late evening work.	
			- Train all workers on the safe handling and operation of equipment and manual handling techniques to prevent falls and injuries.	
			- Use spotters when moving large or heavy ejects to eprice the path is clear and to guide the movement safely.	
			- Schedule regular breaks to prevent fatigue, where can increase the likelihood of slips, trips, and falls.	
			- Inspect all ladders and scafe ling before use to coure the are stable and compliant with safety standards.	
			- Ensure that part, ays an expt cities and dry at 1 times, especially in pedestrian traffic areas.	
			- Develop an allow an enorgency recomposition, including first-aid provisions, for accidents involving slips, this, falls in being such by movie objects.	
			- Erection r signature indicate high-risk areas where the probability of encountering moving plant and machinery higher	
			- Implement a communication system, such as radios or hand signals, to alert team members of any media what, its or changes in the site environment.	
	G		Obtain a review the most recent structural drawings and documents to ensure accuracy before ginning the project.	
			- Engage a qualified engineer to conduct a thorough assessment of the site and verify the structural integrity of the building.	
			- Develop a detailed dismantling plan that includes step-by-step procedures, ensuring alignment with the latest drawings.	
			- Implement a double-check system wherein another colleague reviews the plans to identify any discrepancies or missing information.	
3. Planning and	Risks from incorrect drawinge,	3H	- Establish clear communication channels among all team members involved in planning and design to facilitate prompt sharing of vital information.	2M
Designing	inadequate safety measures		- Conduct comprehensive risk assessments focusing on potential hazards arising from incorrect or outdated drawings and plans.	
			- Utilise 3D modelling software to visualise the structure and its components, aiding in accurate identification of dismantling requirements.	
			- Verify that all safety measures align with Australian standards and incorporate best practice guidelines for structural dismantling.	
			- Plan for adequate lighting, signage, and barriers to guide workers safely throughout each stage of the dismantling process.	
			- Develop emergency response protocols specifically tailored to risks associated with inaccuracies in drawings and inadequate measures.	

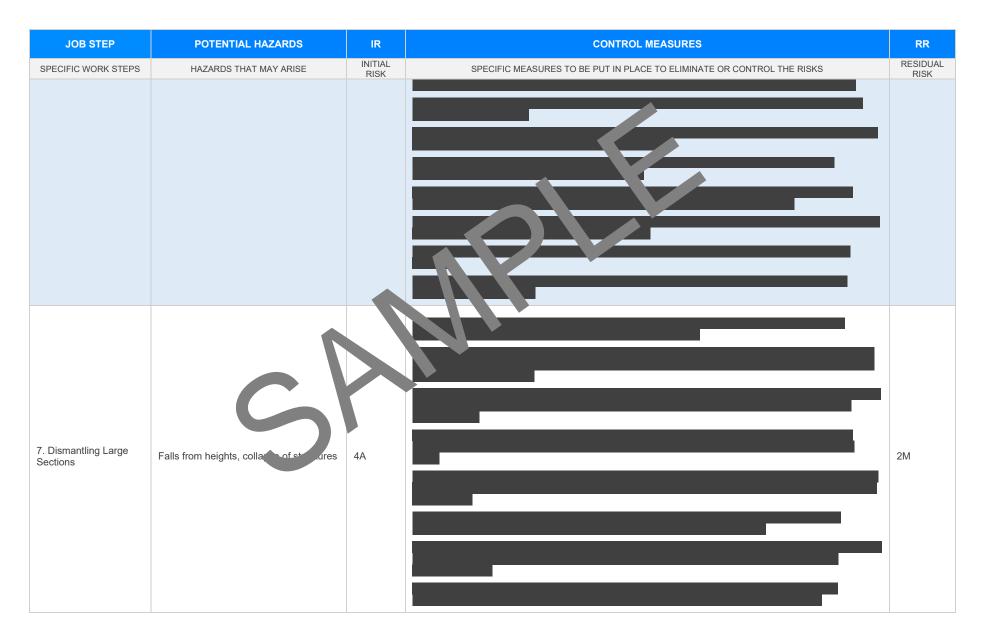


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR RESIDUAL		
SPECIFIC WORK STEPS HAZARDS THAT MAY ARISE		INITIAL RISK	RISK SPECIFIC MEASURES TO BE FOT IN FLACE TO ELIMINATE OR CONTROL THE RISKS			
			- Schedule regular meetings to update the team on any changes or findings that may affect the accuracy of the dismantling plan.			
			- Coordinate with relevant local authorities to ensure compliance with all legal and regulatory requirements pertaining to structural work.			
			- Secure all necessary permits and approve the advance commencing work, allowing ample time for processing and verification.			
			- Provide training sessions for workers to familia - them with undated plans and potential adjustments to ensure safe execution.			
4. Installation of Safety Measures	Falls from heights being struck to falling objects	ЗН		1L		

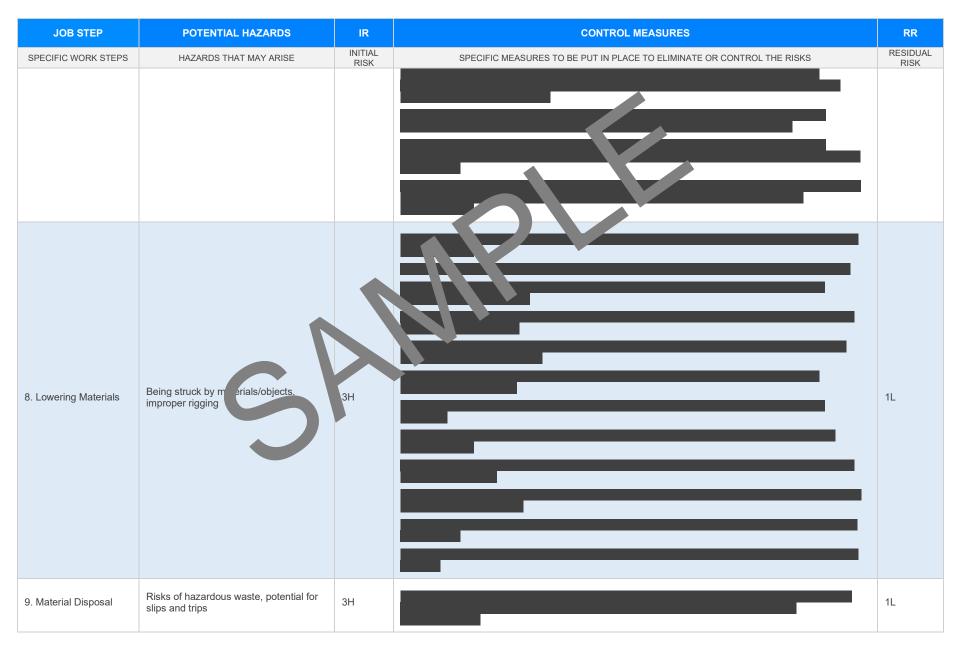








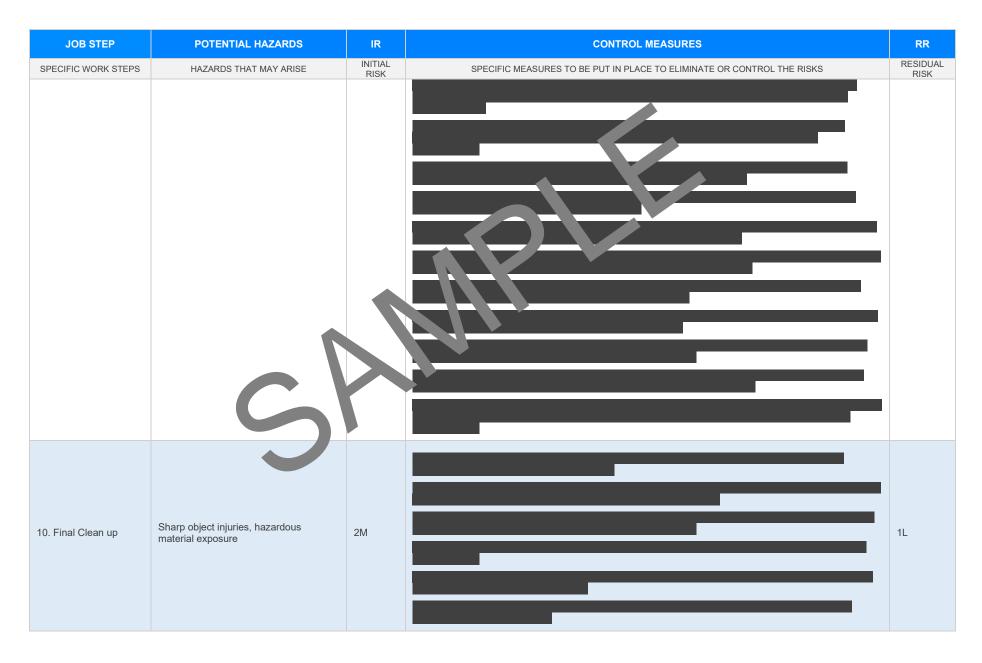




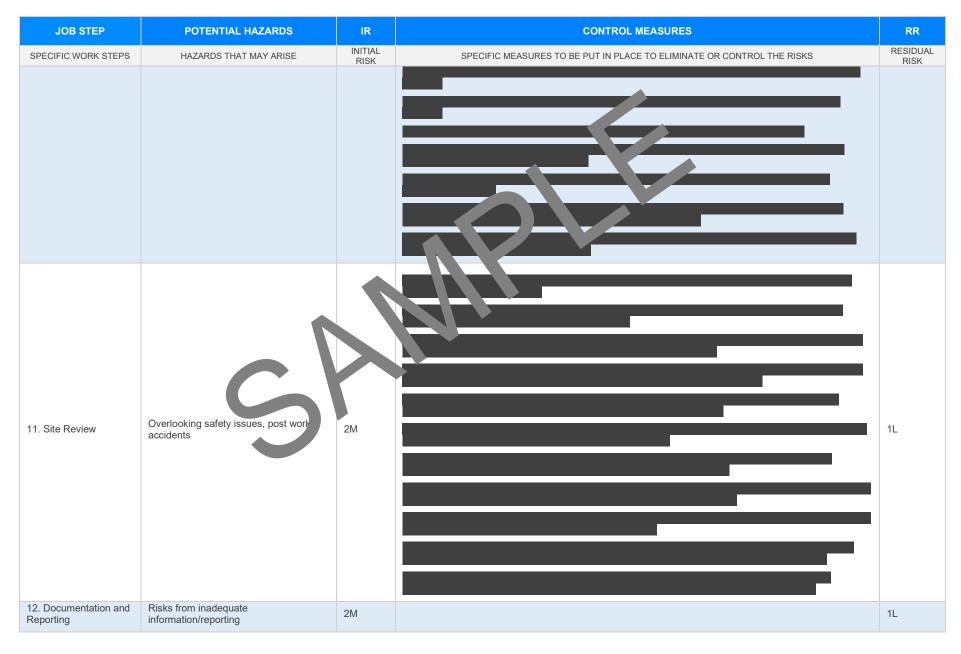
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Date of Issue:

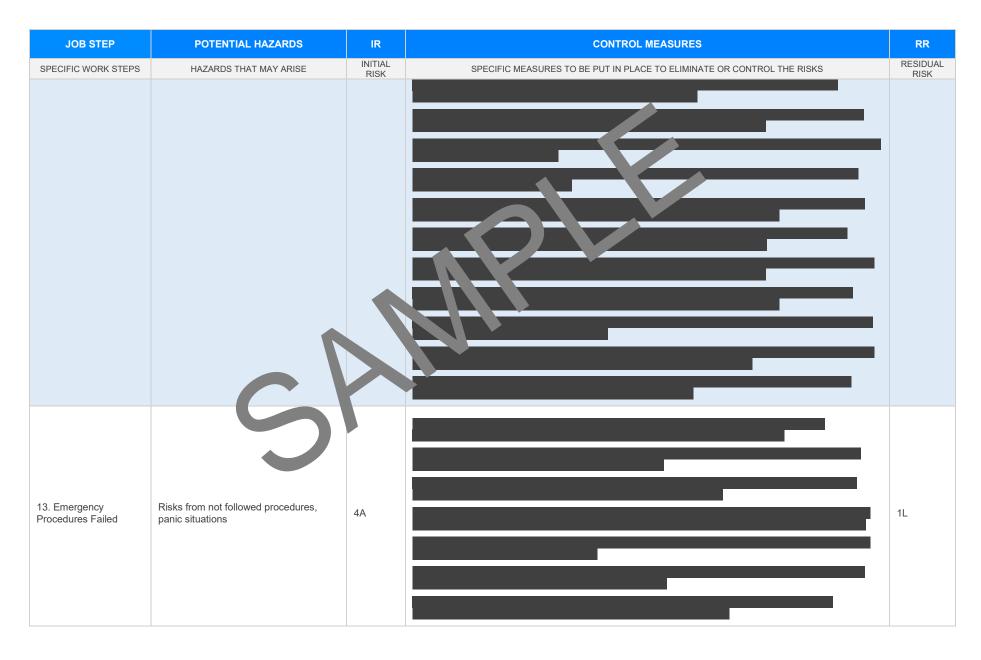








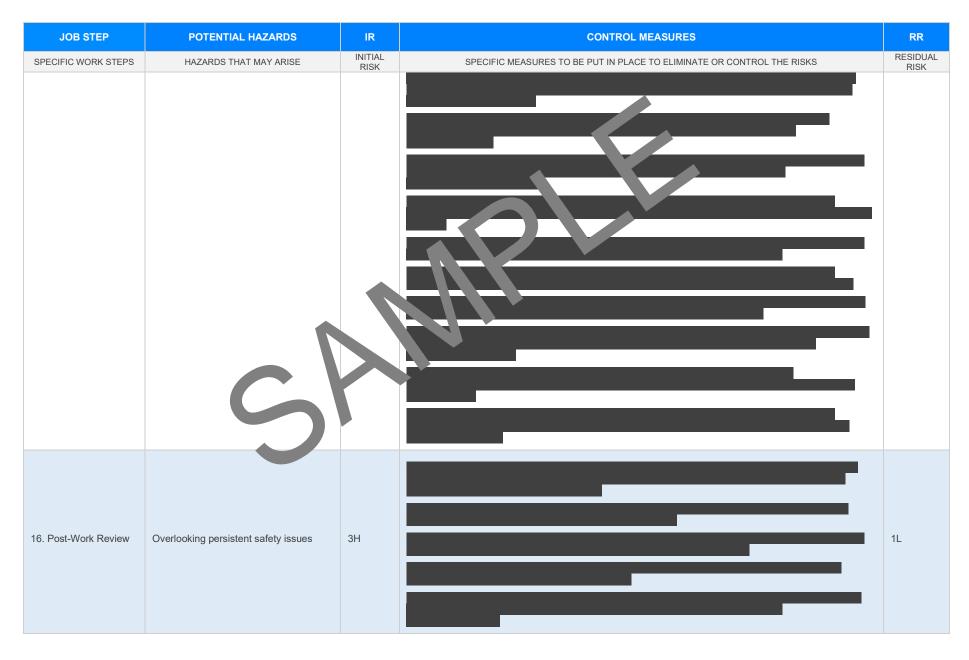




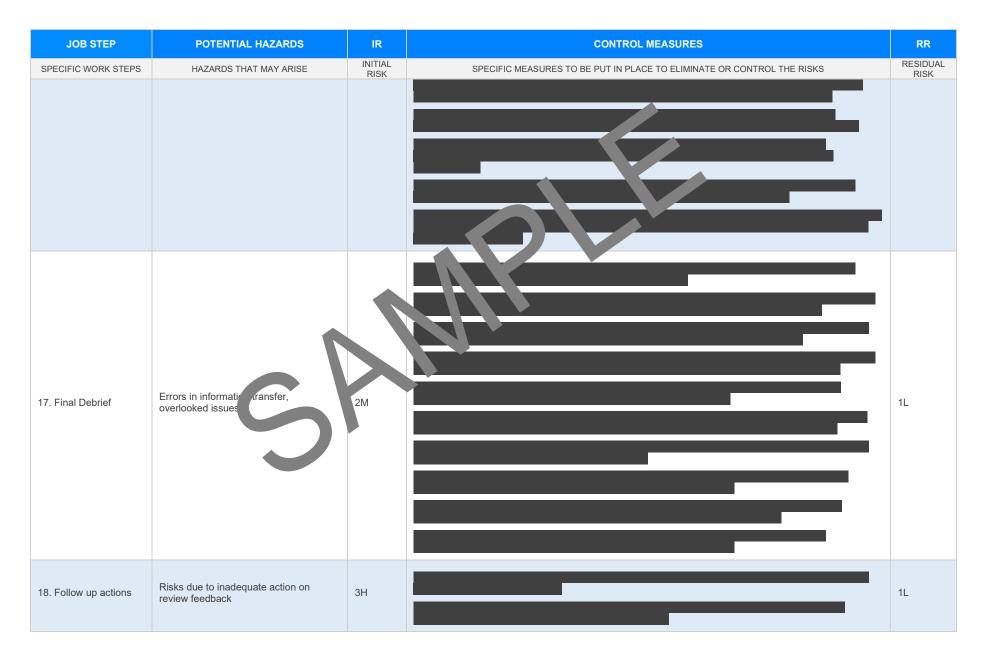


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
14. Equipment failure	Potential injury from faulty equipment, delays leading to hazards	21		1L
15. Health monitoring	Long term health effects, endemic diseases	3Н		l 1L



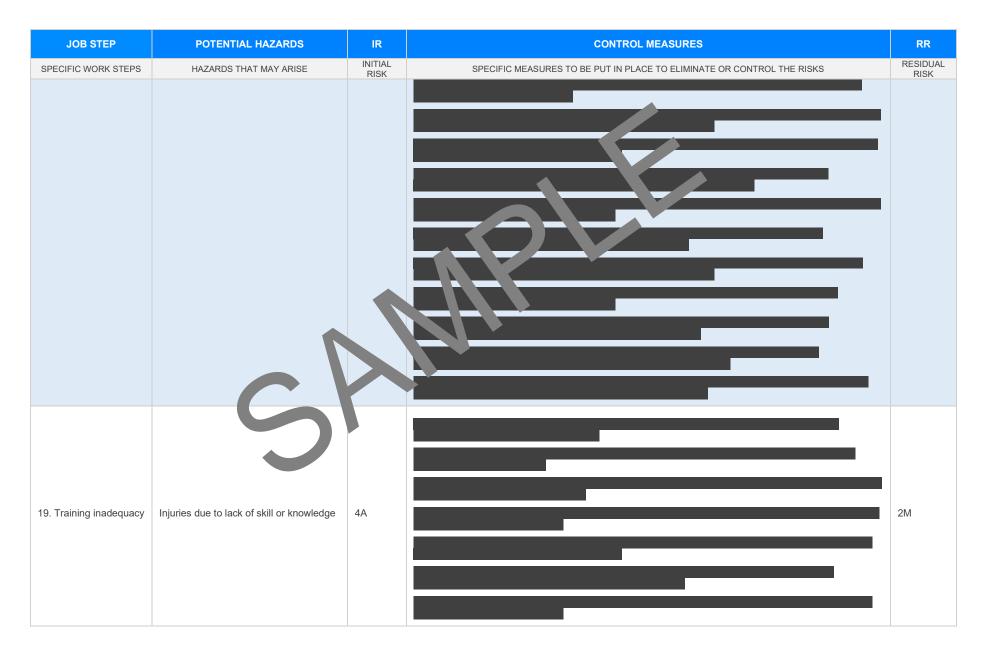




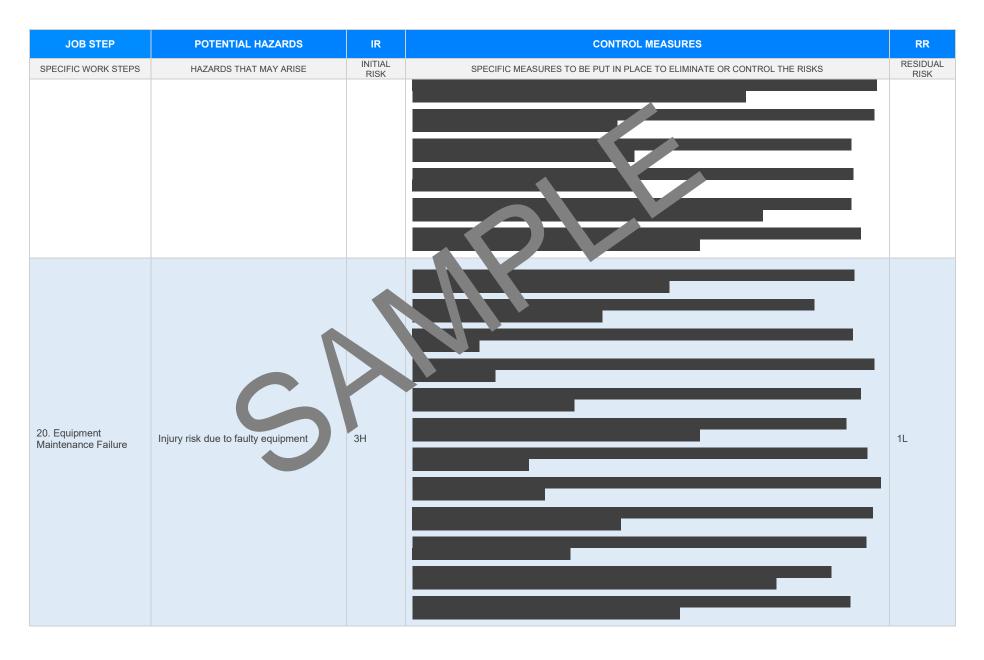


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JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
	S			



#### **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.

	ERENCES
RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLA	TIVE REFERENCES ANY STATE AT ARE NOT APPLICABLE
Queensland & Australian Capital Territory Work Health and Safety Act 2011 Work Health and Safety Regulations 2011 Legislation QLD: <u>https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws</u> Codes of Practice QLD: <u>https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice</u> Legislation ACT: <u>https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations</u> Codes of Practice ACT: <u>https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice</u>	Victoria Occupational Health an Safety Actor 04 Occupational Health and offety orgulations 2017 Legis of VIC: <u>https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and- oulations</u> Codes of mactice VIC <u>entips://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: <a href="https://www.safework.nsw.gov.au/legal-obligations/legislati-codes">https://www.safework.nsw.gov.au/legal-obligations/legislati-codes</a> (Codes of Practice NSW: <a href="https://www.safework.nsw.gov.au/resource-library/lis">https://www.safework.nsw.gov.au/legal-obligations/legislati-codes</a> (Codes of Practice NSW: <a href="https://www.safework.nsw.gov.au/resource-library/lis">https://www.safework.nsw.gov.au/legal-obligations/legislati-codes</a> (Codes of Practice NSW: <a href="https://www.safework.nsw.gov.au/resource-library/lis">https://www.safework.nsw.gov.au/resource-library/lis</a> (Codes of Practice NSW: <a href="https://www.safework.nsw.gov.au/resource-library/lis">https://www.safework.nsw.gov.au/resource-library/lis</a> (Codes-o, ract)	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>
<b>Northern Territory</b> Work Health and Safety (National Uniform Legislation) Act 2011 Work Health and Safety (National Uniform Legislation) Regulation 2015 Legislation NT: <u>https://worksafe.nt.gov.au/laws-and-compliance/workplace-servelaws</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/fecture.com_stice</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: <a href="https://www.safework.sa.gov.au/resources/legislation">https://www.safework.sa.gov.au/resources/legislation</a> Codes of Practice for SA: <a href="https://www.safework.sa.gov.au/work">https://www.safework.sa.gov.au/resources/legislation</a> Codes of Practice for SA: <a href="https://www.safework.sa.gov.au/work">https://www.safework.sa.gov.au/work</a> 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 Regulations 2012	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 diatrial risks in the workplace
Work Health and Safety (Transitional) Regulations 2012         Legislation for TAS: <a href="https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations">https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations</a> Codes of Practice for TAS: <a href="https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice">https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice</a> Details of permits, licenses or access required by regulatory bodies (add or delete as required):         - Permits from local council         - Authorisation to commence work         - Any required documents.	<ul> <li>Managing electrical risks in the workplace</li> <li>Demolition work</li> <li>Excavation work</li> <li>Work health and safety consultation, cooperation and coordination</li> <li>Managing the work environment and facilities</li> <li>How to manage work health and safety risks</li> <li>Managing risks of plant in the workplace</li> <li>Construction work</li> </ul>



#### SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

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

Worker Name	Signature	Date

#### SAFE WORK N THE ST ATEM ANT MONITORING AND REVIEW

d must reviewed (and

hav be sted by the operation

should be carried out in

The SWMS must be reviewed regularly to make sure it remains fective revised if necessary) if relevant control measures are revised. The viewn consultation with workers (including contractors htractors 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.	$\square$	
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 RE	VIEWED
SIGNATURE	DATE CO	MPLETED