# Stump Grinder | SAFE WORK METHOD STATEMENT (SWMS)

**TASK OR ACTIVITY: Stump Grinder**

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

## THIS SAFE WORK METHOD STATEMENT IS APPROVED BY THE PCBU OF THIS 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 and 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 | |
|---|---|
| ☐ involves a risk of a person falling more than 2 meters | ☐ is carried out on or near pressurised gas mains or piping |
| ☐ is carried out on a telecommunication tower | ☐ is 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 integrity of a structure | ☐ is carried out in an area that may have a contaminated or flammable atmosphere |
| ☐ involves, or is likely to involve, disturbing asbestos | ☐ involves tilt-up or precast concrete |
| ☐ involves structural alteration or repair that requires temporary support 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 | ☐ 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 than or 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. |

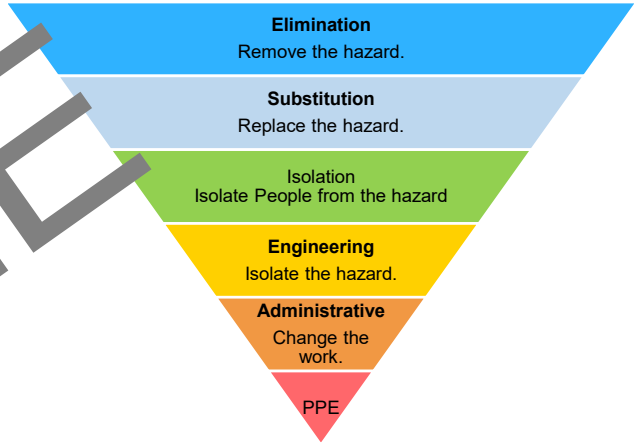
| ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY |
|---|
| |

## 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 PROCEE |
| POSSIBLE | 1 LOW | 2 MODERATE | 3 HIGH | 4 ACUTE | 4 ACUTE | 3H HIGH | Review befo 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 | nitor and k records |

**Notes on Hierarchy of Controls:** Elimination methods are the most effective and preferre en co lli a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the ost ef ve, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Eq ment) he least effective method.

HEIRARCHY OF CONTROLS




## PERS NAL P TECTIVE EQUIPMENT (PPE)

**Select the appropriate PPE bov uitable or the equipment used or the job task being performed (if applicable).**

| FOOT PROTECTION | HAND PROTECTION | HEAD PROTECTION | HEARING TECTION | EY CTION | RESPIRATORY PROTECTION | FACE PROTECTION | HIGH-VIS CLOTHING | PROTECTIVE CLOTHING | FALL PROTECTION | SUN PROTECTION | HAIR/JEWELLERY SECURED |
|---|---|---|---|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |  |  |  |  |
| ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

Other PPE Required:

| Permit or Licenses Requirements | Mandatory Qualifications and Training |
|---|---|
| | |

| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|---|---|---|---|---|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
| 1. Preparation | Slips, trips and falls, Poor housekeeping | 2M | - Conduct a thorough risk assessment and site inspection before starting the project to identify potential hazards, such as uneven surfaces, debris, obstructions that may cause slips, trips, and falls.<br>- Establish designated walkways and access points for workers to use during the project to minimise the exposure to uneven ground or cluttered areas that could pose a risk for slips, trips, and falls.<br>- Ensure proper housekeeping by incorporating regular clean-up procedures throughout the day and at the end of each shift to keep the work area clear of debris, tools, and other unnecessary clutter.<br>- Provide anti-slip footwear and require all workers to wear them while on the job site to reduce the likelihood of slipping on wet or slippery surfaces.<br>- Clearly mark any areas with higher risk for slipping, tripping, or falling, such as steps, ramps, or changes in elevation, to inform workers and visitors of these hazardous areas.<br>- Replace or fix damaged or worn-out flooring, pathways, and surfaces to prevent accidents resulting from poor conditions.<br>- Train workers on correct lifting techniques and provide proper equipment, such as dollies or carts, to move heavy loads safely and without causing unnecessary strain on their bodies.<br>- Monitor weather conditions closely, especially during rainy or icy seasons, and adjust work plans accordingly to ensure safe working conditions, including postponing work in extreme weather conditions if necessary.<br>- Instruct workers on the proper use and maintenance of personal protective equipment (PPE) related to slip, trip, and fall prevention.<br>- Develop an emergency response plan to ensure swift action is taken in case of a slip, trip, or fall incident. Regularly review and update this plan so that it remains current and relevant to potential hazards.<br>- Encourage open communication between team members and supervisors about workplace safety concerns. Implement a reporting system that allows workers to express their concerns regarding slip, trip, and fall hazards without fear of retaliation, and make sure that identified problems are addressed promptly. | 1L |
| 2. Stump Assessment | Jumping stump grinder, Unexpected obstacles | 3H | - Conduct a thorough visual inspection of the stump and surrounding area to identify any potential obstacles, such as rocks, wires, or underground utilities.<br>- Remove any loose debris or objects that may cause the stump grinder to jump, ensuring a stable grinding platform and reducing the chance of equipment damage.<br>- Use appropriate signage and safety barriers to create an exclusion zone around the work area, preventing unauthorised access and protecting the public from potential hazards.<br>- Train all personnel operating the stump grinder on the safe use of the equipment, including proper start-up and shut down procedures, and how to respond in the event of unexpected obstacles or equipment malfunction. | 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 |
| | | | - Ensure that regular maintenance checks are performed on the stump grinder, particularly focusing on the condition of the wheel, belts, teeth, and overall stability of the equipment.<br>- Evaluate the root system of the stump and plan the grinding process accordingly, taking into account the depth, width, and angle required to ensure safe operation and reduce the risk of jumping or uncontrolled movement.<br>- Prioritise communication between the equipment operator and other workers, using clear hand signals and/or radio communication to alert each other of any safety hazards or changes in the work plan.<br>- Provide each worker with Personal Protective Equipment (PPE), including safety goggles, earmuffs, gloves, and steel-toed boots, which they should wear at all times while working in the vicinity of the stump grinder.<br>- In case of encountering unexpected obstacles during grinding, immediately stop the operation, assess the situation, and develop a suitable plan to address the issue without compromising safety.<br>- Always grind stumps at an appropriate speed, systematically lowering the cutting wheel into the stump and avoiding aggressive movements that could cause the equipment to become unstable or unresponsive.<br>- Establish an emergency response plan to handle incidents involving injury, equipment damage, or other emergencies that may arise during the stump grinding process.<br>- Conduct regular safety meetings with the team to review work procedures, address any concerns or issues, and continually improve the overall safety culture on the job site. | |
| 3. Stump Grinder Setup | Unstable ground, Machine setup failure | 2M | - Conduct a site inspection: Before setting up the stump grinder, conduct a thorough site inspection to identify any potential hazards, such as rocks, debris, or other obstacles. This will provide valuable insight into potential issues related to unstable ground or machine setup failure.<br>- Identify firm and level ground for setup: Choose a stable, level surface for setting up the stump grinder to reduce the risks associated with unstable ground. Remove any loose material or debris that could cause the machine to shift during operation.<br>- Utilise stabilizers or outriggers: Equip the stump grinder with stabilizers or outriggers if available. These components can help maintain stability by distributing weight evenly across the base of the machine, reducing the likelihood of tipping or shifting on uneven terrain.<br>- Follow manufacturer's guidelines for setup: Read and strictly adhere to the manufacturer's guidelines for machine setup. This will ensure appropriate installation procedures are followed, minimising any potential setup failures.<br>- Perform regular maintenance checks: Keep the stump grinder well-maintained, addressing any wear or damage promptly. Regular servicing and maintenance can help prevent faults that may lead to setup failures or accidents.<br>- Provide proper training for operators: Ensure that all stump grinder operators have received comprehensive instruction on correct use, machine setup, and safety precautions, as well as possess the necessary qualifications or certifications. | 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 |
| | | | - Use safety barriers and signage: Set up safety barriers and warning signs around the working area to keep unauthorised personnel or bystanders at a safe distance from the stump grinder while it is in operation.<br>- Plan for emergencies: Establish an emergency response plan in case of a machine-related incident. Train workers on how to deal with possible mechanical failures, shutdown procedures, and first aid response.<br>- Monitor weather conditions: Pay attention to weather forecasts and avoid operating the stump grinder in extreme conditions, such as heavy rain or strong winds that could contribute to unstable ground or impede safe setup.<br>- Regularly review and update SWMS: Continuously monitor the effectiveness of control measures during each work step and make necessary adjustments to enhance safety. Ensure that all workers are informed of any changes and how they will be implemented. | |
| 4. Pre-Operation Inspection | Missing safety guard on grinding wheel | 2M | [redacted] | 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 |
| | | | [redacted] | |
| 5. Grinding Operation | Flying debris, Noise exposure | 3H | [redacted] | 1L |
| 6. Equipment Adjustment | Pinching injuries, Improper adjustment | 2M | [redacted] | 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 |
| | | | [redacted] | |
| 7. Moving the Grinder | Collisions with other workers, Struck by the equipment | 2M | [redacted] | 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 |
| | | | [redacted] | |
| 8. Maintenance Activities | Electricity shock, Dust inhalation | 2M | [redacted] | 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 |
| | | | [redacted] | |
| 9. Breakdown Management | Unexpected starts, Inadequate lockout/tagout procedures | 3H | [redacted] | 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 |
| | | | [redacted] | |
| 10. Equipment Cleaning | Slips, trips and falls; [redacted]re to hazardous chemicals | 2M | [redacted] | 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 |
| | | | [redacted] | |
| 11. Transporting Grinder | Falls from heights, [redacted] accidents | 2M | [redacted] | 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 |
| | | | [redacted] | |
| 12. Reporting and Monitoring | Incorrect documentation, Failure to identify hazards in a timely manner | 2M | [redacted] | 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 |
| | | | [redacted] | |
| | | | | |
| | | | | |
| | | | | |

## 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

**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

**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/workplace-safety-laws
Codes of Practice NT: https://worksafe.nt.gov.au/forms-and-resources/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

**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.

**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

**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

**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

## 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 represented 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. | ☒ | |
| 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. | ☒ | |
| Foreseeable hazards are identified and documented for each step. | ☒ | |
| Any hazards listed in any site risk assessments have been added to the SWMS. | ☒ | |
| SWMS initial risk (IR) column as well as residual risk (RR) column completed. | ☒ | |
| Check control measures added to the SWMS are the most effective selection. | ☒ | |
| Responsible person is assigned and listed on the SWMS for the implementation of control measures. | ☒ | |
| Permit or licenses requirements specified, such as Hot Work, Electrical Work, Work at Heights etc. | ☒ | |
| SWMS identifies plant and equipment to be used. | ☒ | |
| Details of inspection checks required for any equipment listed are noted on the SWMS. | ☒ | |
| Describes any mandatory qualifications, experience, training or skills required to perform the work. | ☒ | |
| Applicable personal protective equipment is selected on the SWMS. | ☒ | |
| Reflects and documents any legislative references and/or Australian Standards. | ☒ | |
| Identifies any hazardous substances used with specific control measures in line with any SDS. | ☒ | |

| | | | |
|---|---|---|---|
| **REVIEWED BY** | | **DATE REVIEWED** | |
| **SIGNATURE** | | **DATE COMPLETED** | |