

| Training And Supervising Ap | prentices SAFE WORK M | ETHOD STATEMENT (SWMS |) |
|--|---|--|------------------------------------|
| TASK OR AC | TIVITY: Training And Supervising | g Apprentices | |
| Business Name: | | ABN: | SWMS# |
| Business Address: | | | |
| Contact Person: | Phone: | E 11: | |
| THIS SAFE WORK METHOD | STATEMENT IS APPRO | | |
| Under the Work Health and Safety Regulation (WHS Regulation), a person conduct the proposed work starts. | sting a business or under the (PC - I) is | required to entry e 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 | 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 STMS MANY 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 account with egislative requirements to first identify any site hazards, such a compared to compare the set hazards and then to further take steps to either eliminate or contract each hazard. | | | |
| If an incident or a near miss occurs, all work must stop an attactive 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 | | | | |
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| | | | | | 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. | |
| Total LOW LOW MODERATE HIGH HIGH LOW kaprecords Isolate the flazaid. Iotes on Hierarchy of Controls: Elimination methods are the most effective and preferre or en concentration is the transformer or entropy of a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the transformer or entropy of the second most effective method. Administrative Change the work. Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment) whe least effective PPE PPE | | | | | | | | | |

| | | | | | | 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 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 | Lack of protective equipment, improper tool handling | 3H, 2M | Ensure all apprentices have access to anchorar appropriate personal protective equipment (PPE) at all times, including safety glasses, gloves, and reel-cappendots. Conduct a comprehensive induction session are g on the importance of PPE and the consequences of not using it properly. Provide hands-on training into correct handling of turn chools, demonstrating the right techniques before allowing apprenting to bothem. Implement a horay system pairing opprentices of the experienced workers who can monitor their use of tools and official data. Recordly inspecting the to ensure the are in good working condition, and replace or repair any that are deviced immedity. Dispir to are signal to understand tool usage instructions. Design to are signal to understand tool usage instructions. Design of an anintain a written safety protocol manual that details the proper handling of tools and places. Imit apprentices' access to more advanced tools until they have demonstrated proficiency with basic tools under supervision. Install visual and auditory alerts in the workspace to quickly notify workers of any unsafe conditions or behaviors observed. Allow only trained and authorised personnel to conduct tool-specific training sessions for apprentices. Keep a record of each apprentice's training progress, including any issues encountered and resolutions provided, to track their development and address gaps promptly. | 2M, 1L |
| 2. Training | Inadequate training, training under adverse conditions | 4A, 3H | Conduct comprehensive induction training sessions for all apprentices before they begin their specific roles. Develop clear, structured training programs with input from experienced workers to ensure thorough skill transfer. Implement a mentorship system where each apprentice is paired with an experienced worker who provides guidance and supervision. | 2M, 1L |



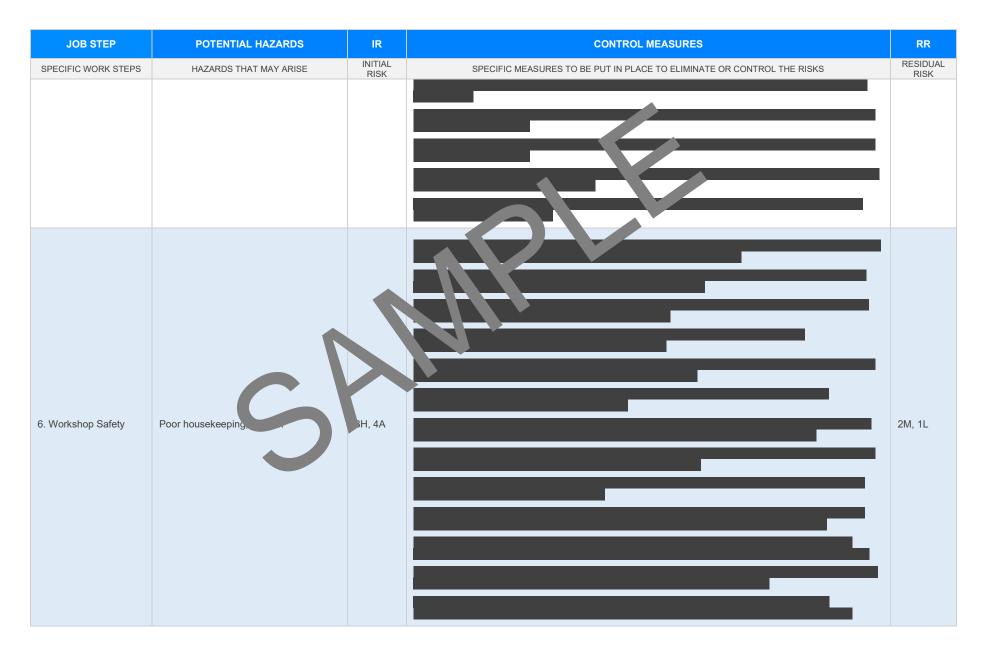
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| | | | - Regularly update training materials to reflect changes in industry standards, regulations, and best practices. | |
| | | | - Evaluate the apprentices' skills periodically through assessments to identify areas needing improvement. | |
| | | | - Provide additional training sessions focusing in high-risk tasks or scenarios to reinforce proper safety protocols. | |
| | | | - Ensure training environments are safe, well-upper ee from unnecessary distractions to enhance learning effectiveness. | |
| | | | - Schedule training sessions a ring optimal conditions and these when apprentices can fully concentrate without external stressors | |
| | | | - Encourage operation at tween apprentices and trainers to clarify doubts and provide feedback. | |
| | | | - Use verse to sing monods, includit cands-on practice, shadowing, and multimedia tools, to cater to differ charning of | |
| | | | - Document all train mactivities, progress, and outcomes to maintain accurate records and tailor future instruction. | |
| | | | Implement en eigency response drills during training to prepare apprentices for unexpected situations a, reinfrige quite safe decision-making. | |
| | | | Provide ustailed and clear instructions to apprentices, ensuring they understand job requirements and s. ty procedures. | |
| | | | Conduct regular check-ins throughout the work process to assess apprentices' understanding and compliance with safety standards. | |
| | | | - Appoint experienced supervisors who are skilled in both technical tasks and mentoring, to guide apprentices effectively. | |
| | | | - Implement a buddy system where less experienced workers can learn directly from seasoned colleagues. | |
| 3. Supervision | Lack of clear instructions, inadequate supervision | 3H, 3H | - Develop comprehensive induction programmes that include specific supervision protocols tailored for apprentices. | 2M, 1L |
| | | | - Use visual aids and demonstrations to reinforce instructions and ensure clarity of tasks. | |
| | | | - Encourage open communication, allowing apprentices to freely ask questions and seek clarification when needed. | |
| | | | - Schedule periodic reviews of apprenticeship progress, allowing for adjustments in supervision intensity based on individual development. | |
| | | | - Utilise technology such as mobile devices or tablets with instructional videos and step-by-step guides relevant to the apprentices' tasks. | |
| | | | - Ensure supervisors have undergone training in effective leadership and mentorship to enhance their ability to manage apprentices proactively. | |



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| 4. Use of Equipment | Faulty equipment, misuse of machines | 4A, 4A | | 2M, 2M |
| 5. Material Handling | Improper storage, heavy loads | 3н, зн | | 2M, 1L |

Version 2.5

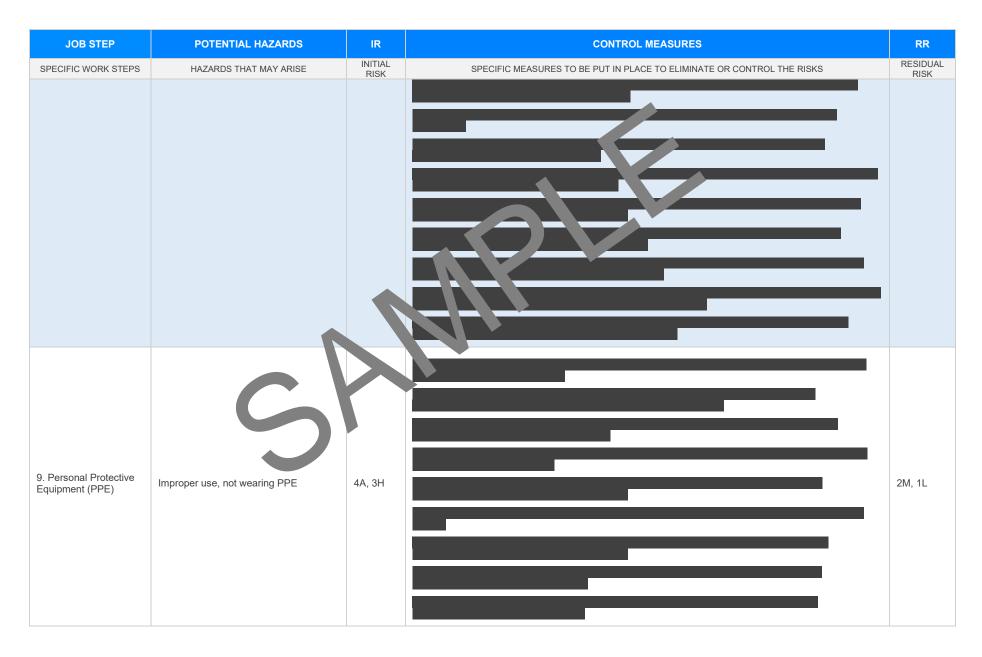




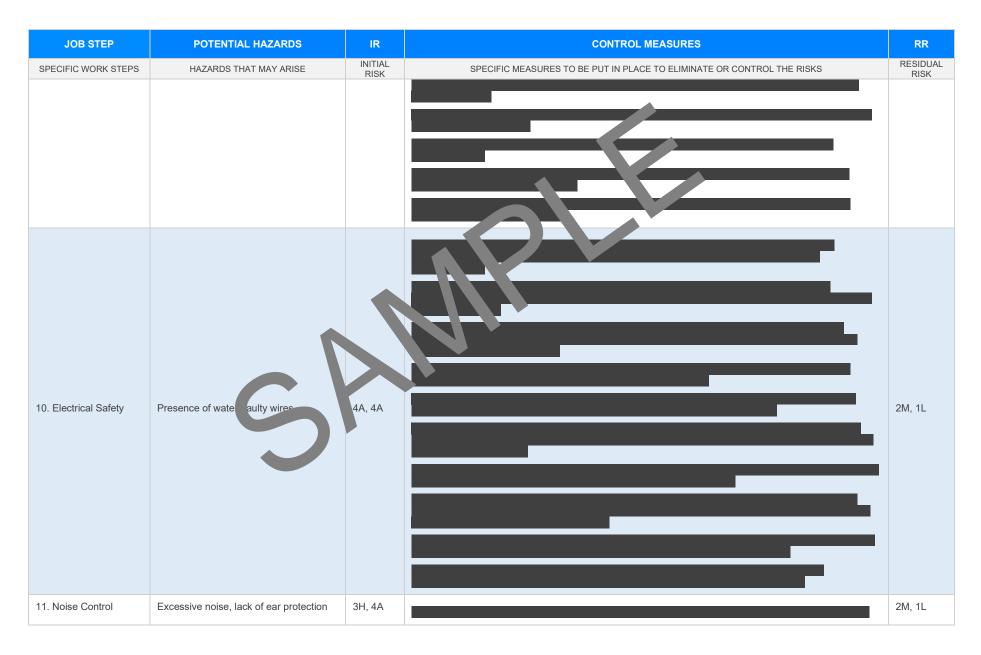




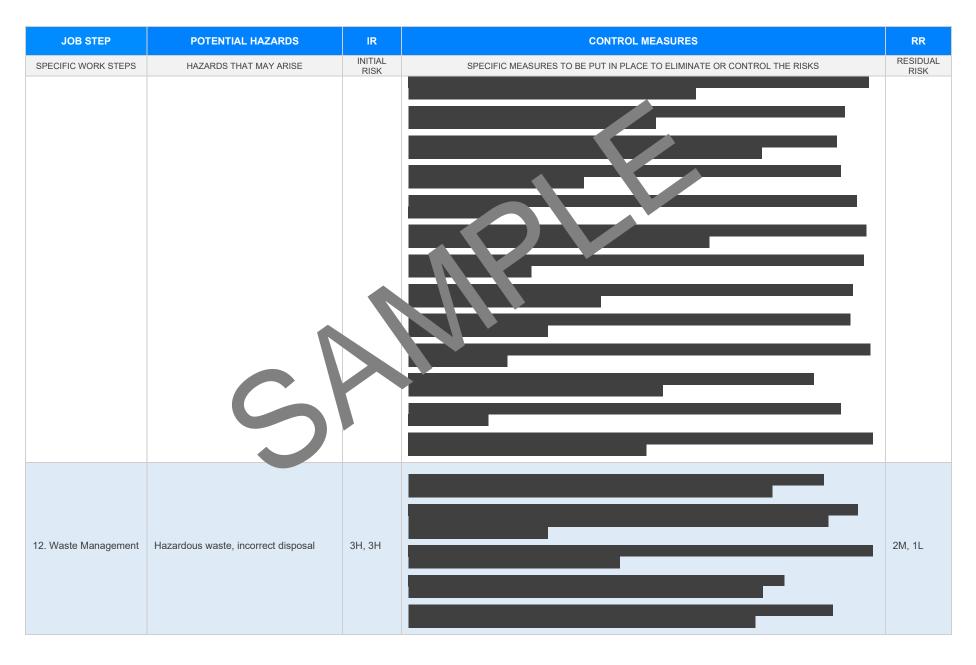










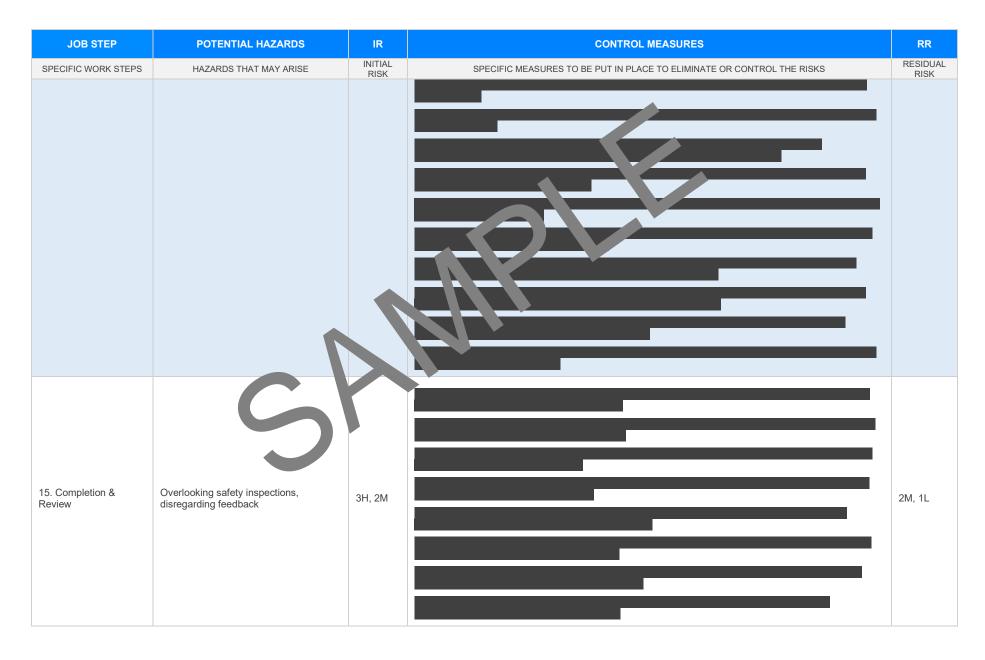


Version 2.5











| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
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| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
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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 REF | ERENCES |
|---|---|
| RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISL | ATIVE REFERENCES DANY STATE DAT 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 au Safety Act 204 Occupational Health and onfety or gulations 2017 Legis from VIC: <u>https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-opulations</u> opulations of thes on mactice VIC <u>extps://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) Regulations 2011 Legislation NT: <u>https://worksafe.nt.gov.au/laws-and-compliance/weiplace-serv-laws</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/ferriced-resources/compliance/weiplace-serv-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-</u> <u>codes-of-practice</u> Model Codes of Practice |
| 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/legislation</u> Codes of Practice for SA: <u>https://www.safework.sa.gov.au/work_aces/codes-of-practice#COPs</u> | 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 |
| 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 | 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 |
| 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. | 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 |
|-------------|-----------|------|
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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 part the importation ontrol 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 |