Understanding Property Terminology	/ And Legal Jargon SAFE	WORK METHOD STATEMEN	IT (SWMS)
TASK OR ACTIVITY:	Understanding Property Termino	ology And Legal Jargon	
Business Name:		ABN:	SWMS#
Business Address:			
Contact Person:	Phone:	E all:	
THIS SAFE WORK METHOD	STATEMENT IS APPRO	THE PC. YOF THE ROJECT	
Under the Work Health and Safety Regulation (WHS Regulation), a person conductive proposed work starts.	ucting a business or under the (PC - I) is	s required to en the that a safe work method	statement (SWMS) is prepared before
Full Name:			
Signature:	NK	Title:	Date:
Details of the person(s) responsible for ensuring implementation, monitoring	poliance the VMS a well as review	ws and modifications of the SWMS.	
Full Name:		Title:	Phone:
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS WAS MADE	NALE OF ALL RELEVANT PERSONN EVELOPMENT AND APPROVAL OF	IEL WHO HAVE BEEN CONSULTED AND C THIS SWMS	OMMUNICATED TO IN THE
Safety meetings or toolbox talks will be sched and in account with gislative requirements to first identify any site hazards, a second mica those hazards and then to further take steps to either eliminate or connected hazard.			
If an incident or a near miss occurs, all work must store calately. 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.	
TARE LOW LOW MODERATE HIGH HIGH LOW Revecods Isolate the hazard. Iotes on Hierarchy of Controls: Elimination methods are the most effective and preferre even control up a hazard. Substitution a the second most effective method of controlling a hazard. Engineering by isolation is the Ur up ost environment), the least effective Administrative Change the work. Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment), the 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						Ма	andatory Qual	ifications and	Training	

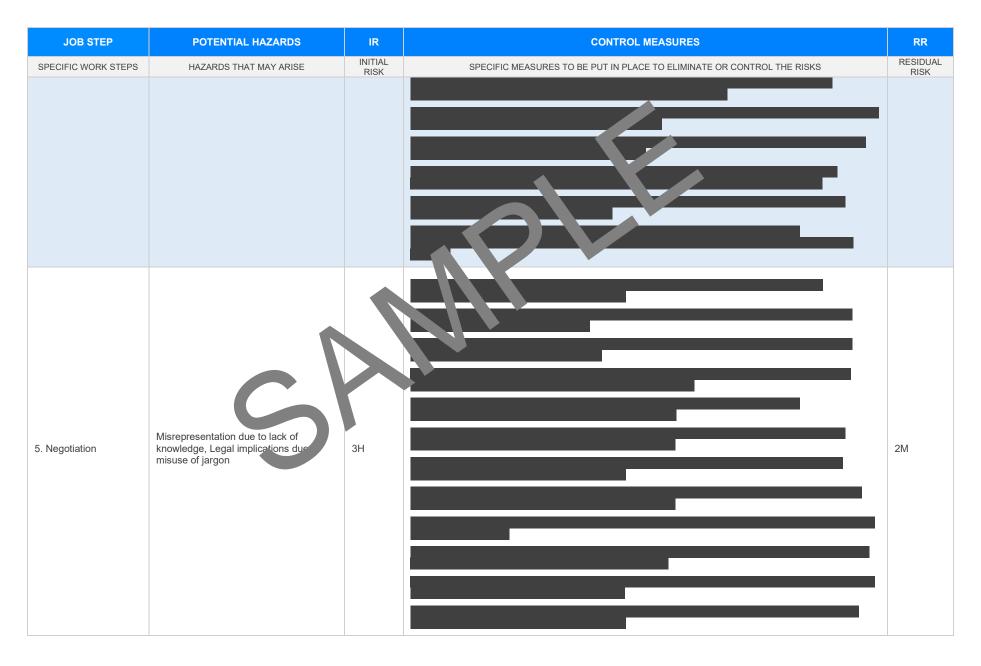


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Preparation	Misunderstanding terminology leading to errors, Incorrect use of legal jargon	2М	 Utilise a glossary of common property and usal terms for reference during document preparation Attend training sessions on property termine gy and usal jargon to build knowledge Consult with legal experts or professionals where no using correct terms Use plain language within documents where possible to a new misinterpretation Implement a peer reaction occurs to check understancing and accuracy of terminology used Cross-reference terminol or with a utilize represente sources to ensure accuracy Develop statuerd operation procedule (1998) that include guidance on using correct terminology Region y update reference and training materials to reflect changes in terminology and legal standards Estatus show communication protocol for queries related to unclear terms or jargon Use duital to is or standard edgined to aid in understanding complex legal language Ichedul routin audits of documents to identify and rectify any misuse of terminology Encurate an open-door policy for staff to seek clarification on confusing terms Greate a checklist for document preparation that includes verification of terminology accuracy Ounduct role-playing scenarios to practice interpreting and applying property terminology correctly 	1L
2. Research	Inadequate information due to language barrier, Misinterpretation of complex property terminologies	ЗН	 Develop and conduct language proficiency assessments to identify individuals requiring additional support. Provide training sessions and workshops focused on common property terminology and legal jargon. Engage bilingual or multilingual staff who can provide translation and interpretation services if necessary. Distribute a glossary of key terms and definitions relevant to the property industry. Utilize visual aids and infographics to explain complex processes and terms. Arrange for regular collaboration with legal experts to clarify misunderstandings in legal documentation. Implement a buddy system where experienced employees guide newer staff through complex property documents. Encourage open communication and questions during meetings to address any areas of confusion immediately. Use plain language guides alongside technical documents to aid comprehension. Regularly update training materials and resources to reflect any changes in property regulations and terminology. 	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
			- Allow ample time for discussion and review of research findings to ensure thorough understanding before proceeding.	
3. Documentation	Errors in documents due to unfamiliar terms, Loss of relevant documentation	ЗН	 Provide training sessions on property terminatory and legal jargon to enhance understanding and minimise errors. Develop a glossary of commonly used term and planes specific to property documentation for quick reference. Use document templates that incorporate stands used language and formats to reduce the likelihood of mistakes. Implement a review preview investing multiple team members to cross-check documents for accuracy. Utilise software tools desided for thrument unagement to track changes, revisions, and approvals systematically. Estand clear to non-intation procedures that outline steps for creating, revising, and storing docum in the exercise. Engation processional are seek expert advice when dealing with complex or unfamiliar legal terminology. Encouling optic communication within the team for clarification of any unclear terms or potential issues in current its. Construction documentation procedures to identify areas for improvement and address them amptify. Invitute a sign-off procedure where senior staff review final versions of critical documents before distribution or filing. Maintain secure and organised digital storage systems to prevent loss and ensure easy retrieval of important documentation. Provide access to legal resources and references to assist in accurately interpreting terminologies used in property documents. 	2М
4. Communication	Ineffective communication due to incorrect use of terminology, Miscommunication due to misunderstanding of legal jargon	2M		1L

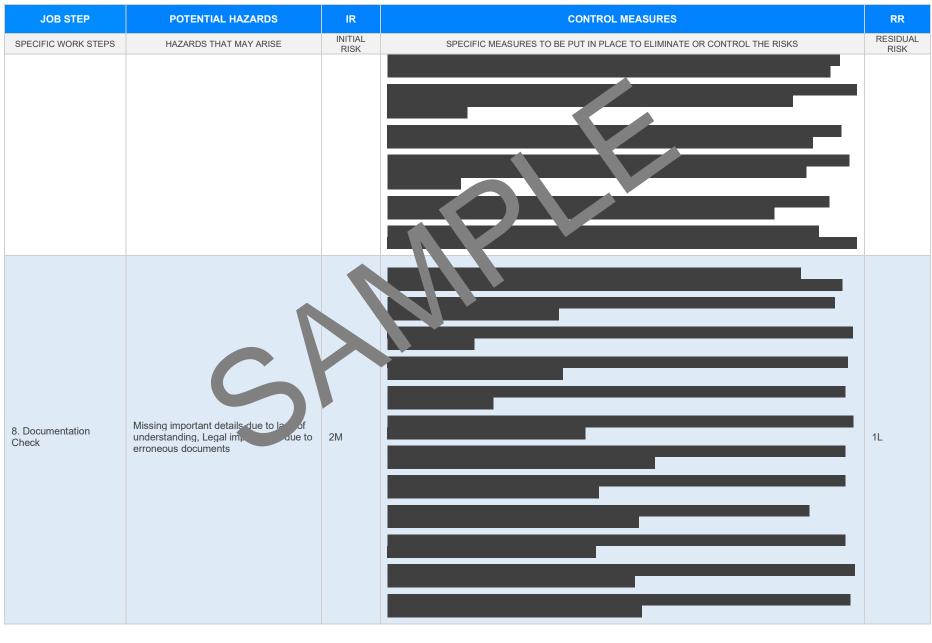






JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
6. Verification	Incorrect validation of property documents, Inaccurate identity verification due to misunderstanding	4A		3Н
7. Transactions	Complications during transaction due to incorrect use of terms, Legal issues arising from misinterpretation of terms	4A		ЗН





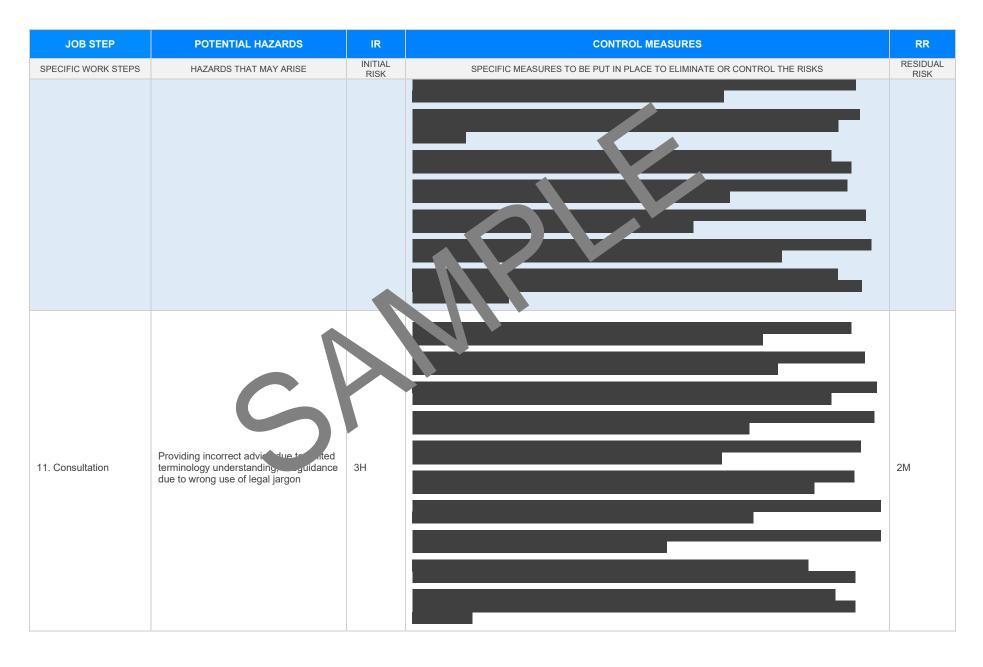


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
9. Legal Clarification	Misunderstandings during clarification process, potential litigation due to misuse of legal terms	ЗН		2М
10. Property Evaluation	Incorrect evaluation due to unfamiliarity with property related terms, Legal disputes due to unclear communication	4A		ЗН

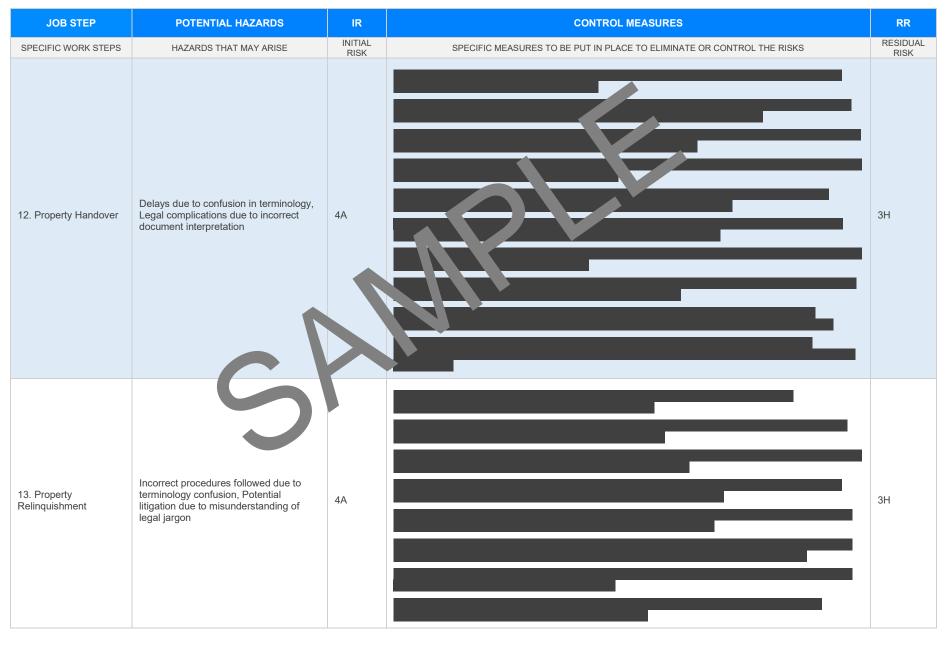
Version 2.5

Date of Issue:







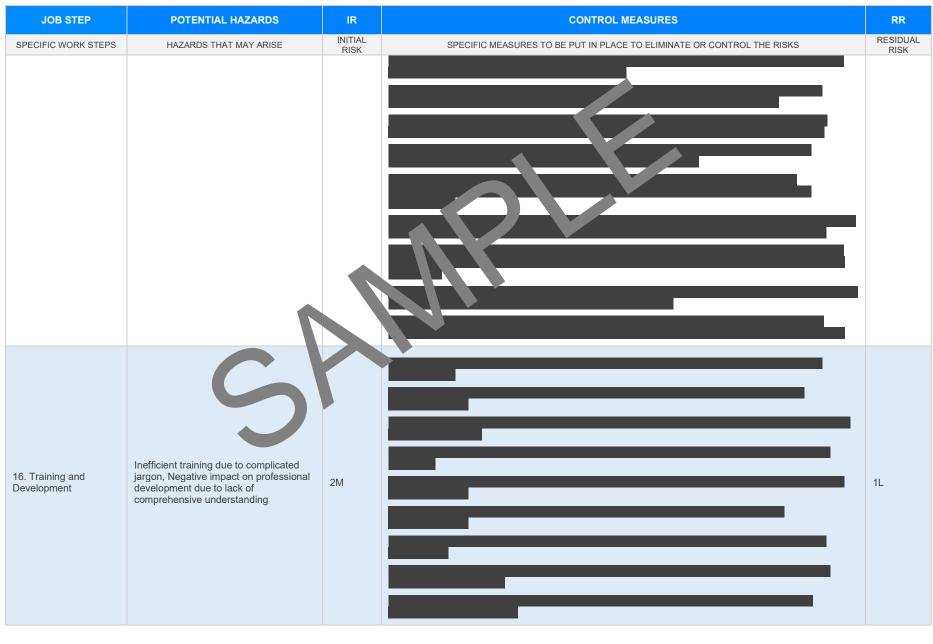


Date of Issue:



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. Review and Feedback	Misunderstanding customers' feedbac due to language barriers, Discrepancie in review documentation due to unfamiliar terminologi	21/1		1L
15. Client Follow-up	Loss of important information due to inability to comprehend, Unsatisfactory client service due to poor understanding of property terms	2M		1L



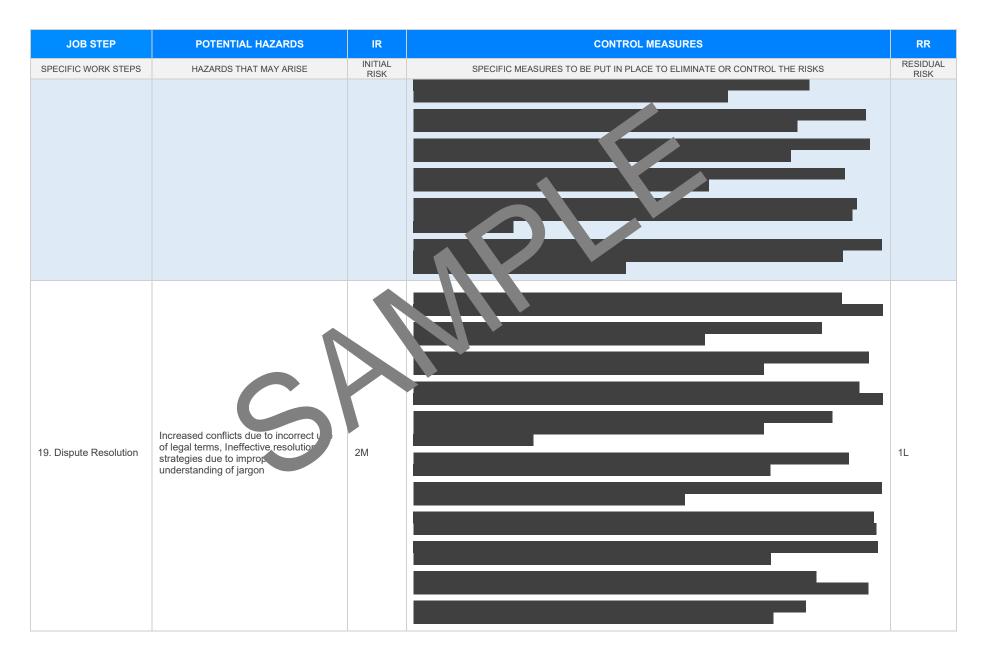


Date of Issue:



SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL
				RISK
7. Updates and Amendments	Legal issues due to incorrect interpretation of updates, Flaws in amendments arising from insufficient knowledge of legal terms	ЗН		2M
8. Compliance Checks	Non-compliance with local regulations due to misunderstanding of compliance related terms, Legal penalties due to failure in correct document interpretation	ЗН		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
20. Closure and Documentation	Legal ramifications due to misuse of closure terms, Improper documentation due to unfamiliarity with specific terminology	2M		1L



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 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 an Safety Act and 4 Occupational Health and a fetty regulations 2017 Legislation VIC: <u>https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and- gulations</u> Codes of mactice VIC <u>arttps://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/legislatic Codes of Practice NSW: https://www.safework.nsw.gov.au/legal-obligations/legislatic	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/weigplace-serve-laws</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/fersional/fers</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/legislation</u> Codes of Practice for SA: <u>https://www.safework.sa.gov.au/work_aces/codes-of-practice#COPs</u> Tasmania	 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>	 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

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	