| Use Alcohol-Based Solv | ents SAFE WORK METH | OD STATEMENT (SWMS) | | | | | | | |
|--|---|--|-----------------------|--|--|--|--|--|--|
| TASK O | R ACTIVITY: Use Alcohol-Based | Solvents | | | | | | | |
| Business Name: | | ABN: | SWMS# | | | | | | |
| Business Address: | | | | | | | | | |
| Contact Person: | Phone: | E fil: | | | | | | | |
| THIS SAFE WORK METHOD | STATEMENT IS APPRO | | | | | | | | |
| Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or under transforming (PC, V) is required to ensure that a safe work method statement (SWMS) is prepared before the proposed work starts. | | | | | | | | | |
| Full Name: | | | | | | | | | |
| Signature: | NX | Title: | Date: | | | | | | |
| Details of the person(s) responsible for ensuring implementation, monitoring a | 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 account with egislative requirements to first identify any site hazards, such to come hicas those hazards and then to further take steps to either eliminate or contrast each hazard. | | | | | | | | | |
| If an incident or a near miss occurs, all work must stop an attely. 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 | 000DF | | | HEIRARCHY OF CONTROLS | | | | |
| ALMOST CERTAIN | 3 HIGH | 3 HIGH | 4 ACUTE | 4 ACUTE | 4 ACUTE | 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. | | | | |
| | | | | | | | | | | | | | |

| | | | | | | 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 | | | | | | | | |
| | | | | | | | | | | | |

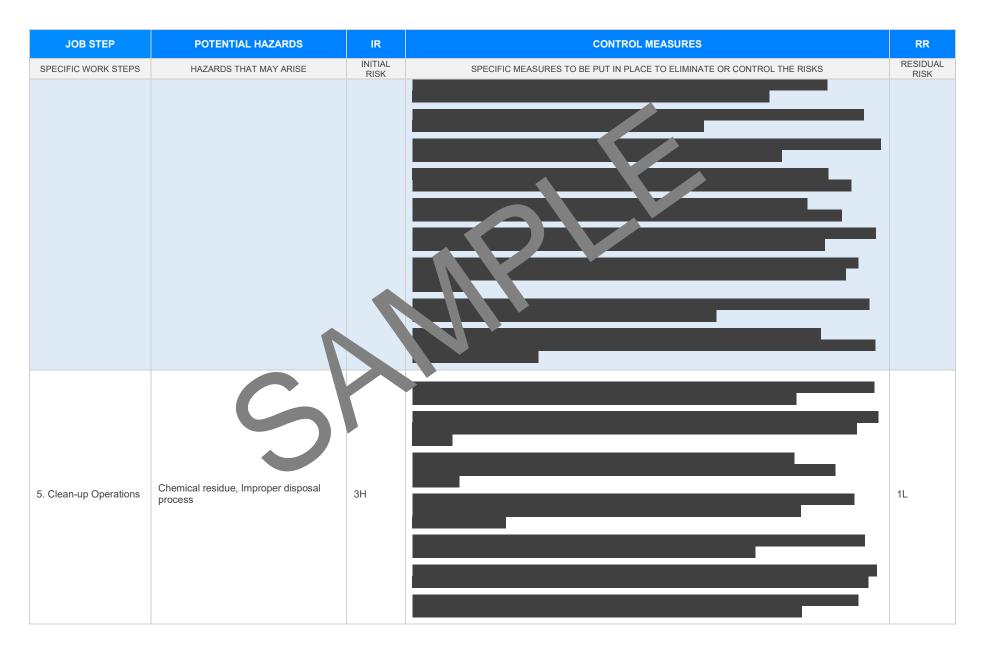


| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|---------------------|---|-----------------|---|------------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
| 1. Preparation | Flammable substances, Inhalation of fumes | ЗН | Ensure proper ventilation in the work area cousing exhaust fans or opening windows and doors to disperse fumes. Store alcohol-based solvents in a cool, dry promotely from any ignition sources, including open flames and electrical equipment. Use spill containment measure such as bunding or traver manage potential leaks or spills. Clearly label all or component with propriate hazard symbols and safety information to inform workers of the contents. Train person for each thandne are use procedures for alcohol-based solvents to minimise risk. Product person for each with equipment (PPE) such as gloves, goggles, and respiratory protection to prevent s in contained inhalation. Implement strict in moking policy in areas where solvents are handled or stored. Use no spalling tools and equipment designed for flammable environments to reduce ignition risk. Involution in up-to-date Safety Data Sheet (SDS) accessible to all workers for reference on safe handling practice. Conduct regular inspections and maintenance of storage facilities and equipment to ensure safety standards are met. Limit the quantity of solvents being used at any given time to minimise exposure and fire risk. Establish and communicate emergency procedures, including evacuation routes and first-aid protocols, to handle incidents effectively. | 2M |
| 2. Solvent Storage | Inappropriate storage, Chemical spillage | 4A | Store solvents in a well-ventilated area away from direct sunlight and heat sources to prevent temperature fluctuations. Use appropriate storage containers that are clearly labelled with the chemical name and relevant hazard warnings. Segregate alcohol-based solvents from incompatible chemicals such as acids or oxidisers to reduce the risk of reaction. Maintain an updated inventory and Safety Data Sheets (SDS) for all solvents stored, ensuring easy access in case of emergency. Install spill containment systems like bunds or trays beneath storage areas to catch leaks or spills and prevent environmental contamination. Employ secondary containment measures such as sealed cabinets to further minimise the risk of exposure in the event of a primary container failure. | 2M |

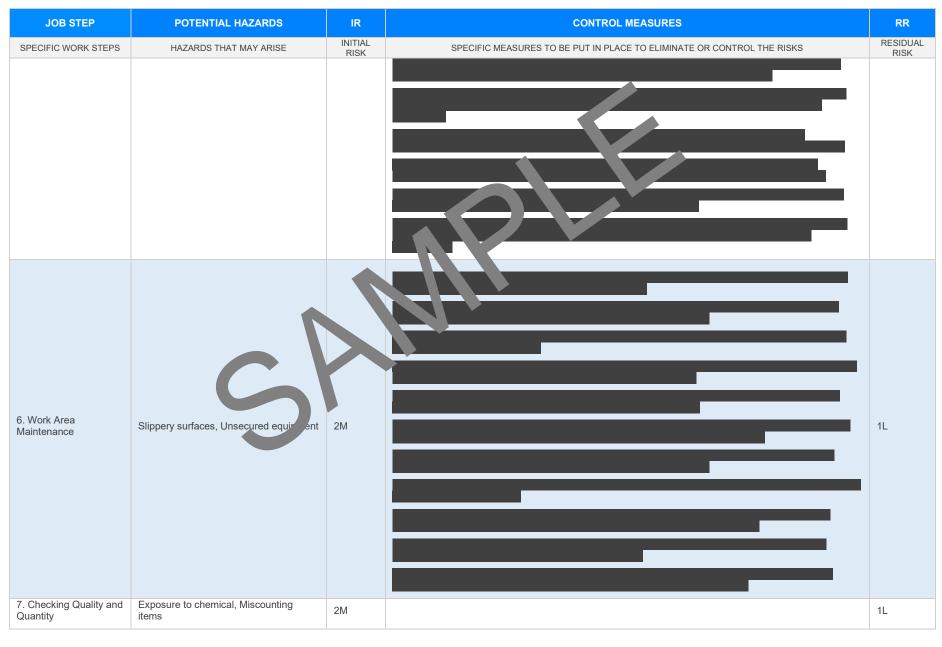


| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|------------------------|--|-----------------|---|------------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
| | | | - Implement regular inspection protocols for storage areas to check for signs of corrosion, leaks, or other damage to containers and infrastructure. | |
| | | | - Ensure that only trained personnel handle and monoge solvent storage, following established procedures and wearing appropriate personal concerning equipment (PPE). | |
| | | | - Keep fire extinguishers and spill clean-up enterials easi accessible near storage areas, ensuring they are compatible with alcohol-based solvents. | |
| | | | - Apply strict access controls to storage areas to strict entry to uthorised personnel only, reducing the likelihood of accidental exponse or misuse. | |
| | | | - Establish clear emergency providures and conduct that drills to ensure all workers know how to respond in the event of a sill or highert. | |
| | | | - Monitor store environments with eproprint detection devices to identify potential vapour build-up or leakage before becomes signification and. | |
| | Incorrect handling, Sping | | - Prove support the ing on handling and transferring solvents to all personnel involved in the handover proces | |
| | | | - Use sk -proc. contain as designed specifically for transporting alcohol-based solvents. | |
| | | | - any belian intainers with the contents and associated hazards before handing over to the open. | |
| | | | mplement a double-check system where two individuals verify that lids are secure before transfer. | |
| 3. Handing Over to | | | - Aduct handovers in designated areas with appropriate ventilation and away from ignition sources. | 014 |
| Operator | | | Equip operators with personal protective equipment such as gloves and goggles during the handover. | 2M |
| | | | - Ensure the receiving area is equipped with spill kits in case of accidental spillage. | |
| | | | - Establish a clear communication protocol to confirm that all safety measures are understood by both parties involved in the handover. | |
| | | | Schedule handovers during periods of low activity to minimise the risk of accidental bumping or dropping. | |
| | | | - Regularly review and update procedures for handing over solvents to incorporate lessons learned from past incidents. | |
| | | | | |
| | | | | |
| 4. Application Process | Exposure to chemical, Incorrect method | ЗH | | 2M |
| | use | | | |
| | | | | |
| | | | | |







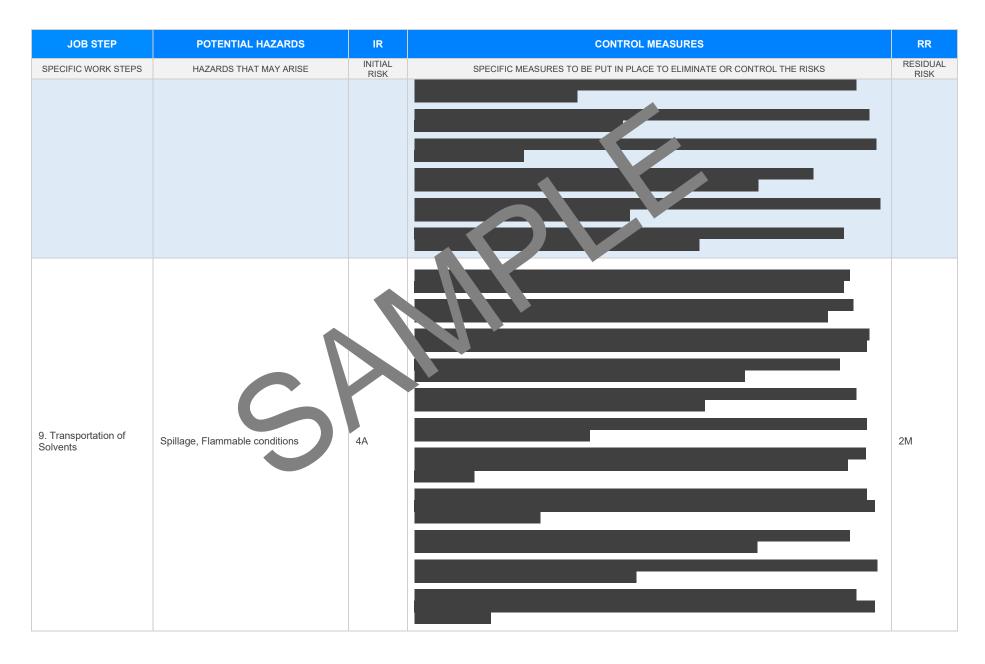


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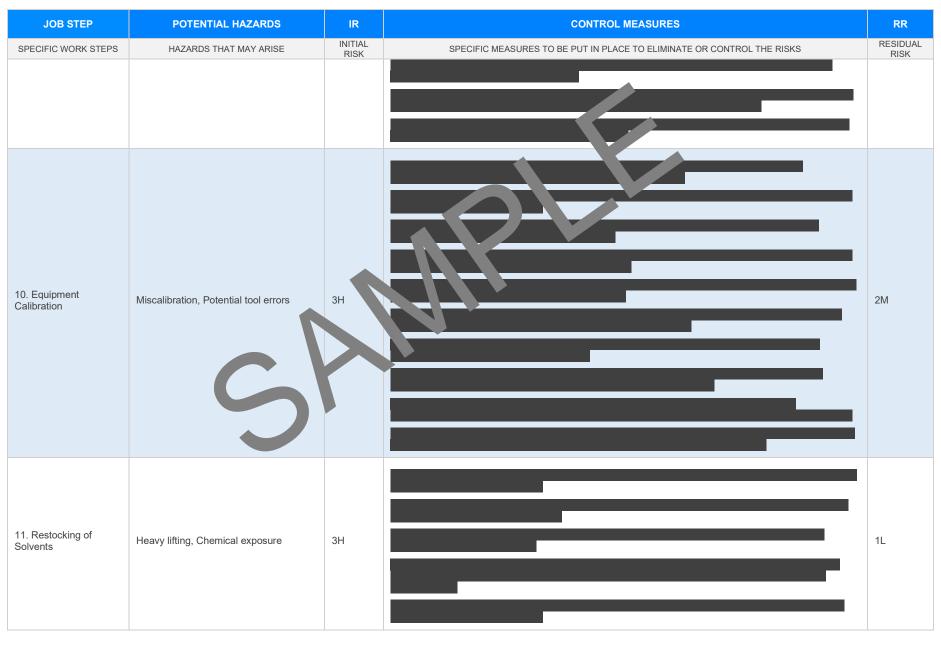
















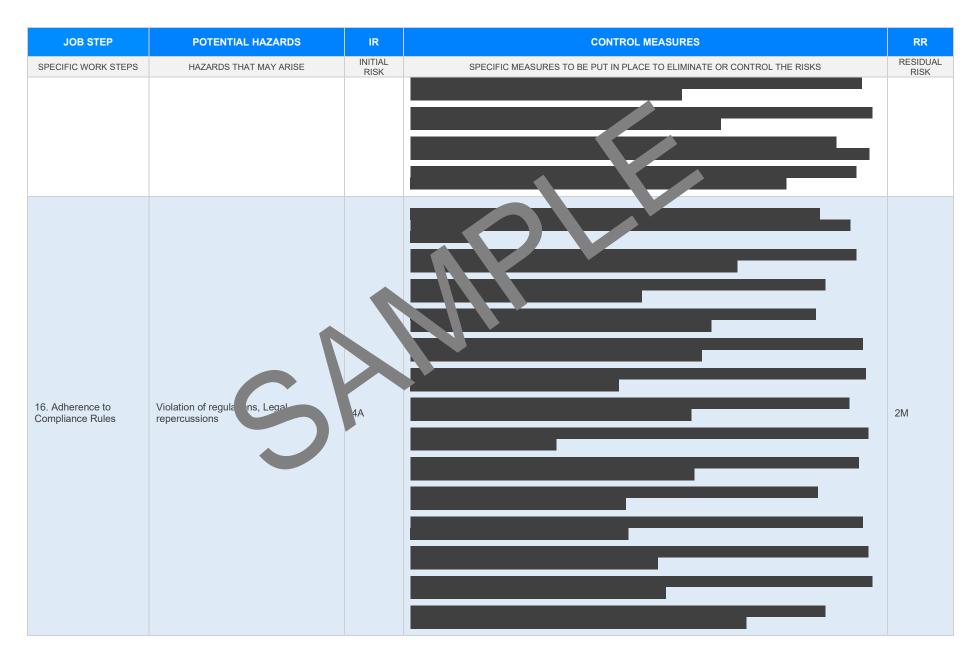


| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|------------------------|--|-----------------|--|------------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
| 13. Disposing Solvents | Environmental impact, Exposure to toxic elements | ЗН | | 1L |
| 14. Employee Training | Limited knowledge in handling solvents, Non-adherence to safety protocols | ЗН | | 1L I |



| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|--|--|-----------------|--|------------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
| | | | | |
| 15. Regular Review of Safety Measures | Non-compliance, Tardiness in updating measures | 2М | | 1L |







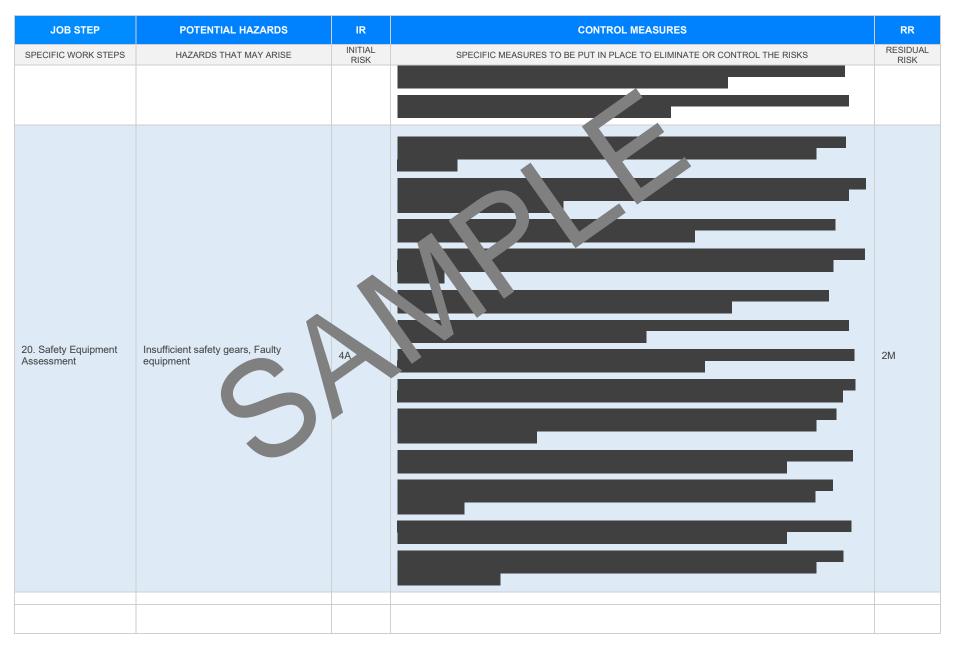
| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|---|---|-----------------|--|------------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
| 17. Regular Audit Checks | Inaccuracy in audit, Ineffective inspection methods | 2М | | 1L |
| 18. Establish Communication Protocols | Miscommunication, Flawed information chain | 2M | | 1L |

Version 2.5









Version 2.5









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: https://www.safework.nsw.gov.au/legal-obligations/legislati-codes (Codes of Practice NSW: https://www.safework.nsw.gov.au/legal-obligations/legislati-codes (Codes of Practice NSW: https://www.safework.nsw.gov.au/legal-obligations/legislati-codes (Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/lis (Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/lis (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> |
| Northern Territory 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: https://www.safework.sa.gov.au/resources/legislation Codes of Practice for SA: https://www.safework.sa.gov.au/resources/legislation Codes of Practice for SA: https://www.safework.sa.gov.au/work 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: 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. | 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 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 |