

Vehicle Maintenance Including E	ngine Repairs SAFE WOR	K METHOD STATEMENT (SV	VMS)
TASK OR ACTIVI	TY: Vehicle Maintenance Includir	ng Engine Repairs	
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 conduct the proposed work starts.	sting a business or under the (PC - I) is	required to en the 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	opliance i the VMS a vell as review	s and modifications of the SWMS.	
Full Name:		Title:	Phone:
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS MAN HAVE THE FOLLOWING COMMUNICATED	NALE OF ALL RELEVANT PERSONNE EVELOPMENT AND APPROVAL OF	EL WHO HAVE BEEN CONSULTED AND CO THIS SWMS	DMMUNICATED TO IN THE
Safety meetings or toolbox talks will be sched ed in according with a gislative requirements to first identify any site hazards, such a compared to compare hazards and then to further take steps to either eliminate or contral 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 terrar by supart to prevent collapse	☐ is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor					
□ is carried out in or near a confined space	\Box is carried out in an area of a workplace where there is any movement of powered mobile plant					
is carried out in/near a shaft or trench deeper that tunnel involving use of explosives	☐ is carried out in areas with artificial extremes of temperature.					
☐ is carried out in or near water or other liquid that involves a risk of drowning.	☐ involves diving work.					
ANY HIGH-RISK MACHINER	RY OR EQUIPMENT NEARBY					



	RISK MATRIX									
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	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.	

	PERS_VAL TECTIVE EQUIPMENT (PPE) Select the appropriate PPL above suitably for the equipment used or the job task being performed (if applicable).										
		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	Slips, trips and falls, injury from improper tool usage	ЗН	 Conduct a pre-task safety briefing to discurptinazards and control measures with the team. Ensure the work area is clean, dry, and freue f obstructions to prevent slips, trips, and falls. Use appropriate signage to indicate wet or sliption surfaces and areas under maintenance. Wear non-slip footwear to receive the risk of slipping on oither slick surfaces. Maintain adequate diverse in the work area to impredentisibility and hazard identification. Keep tools and equipmentorganised and off the ground when not in use to avoid trip hazards. Use correctioning technines and maintenandling aids to prevent strains and sprains from improper tool usage. Inspirate tools a nequipment before use to ensure they are in good working condition. Provike training on the correct use of tools and equipment to all personnel involved in vehicle maintenance survities. Inspirate to projective equipment (PPE) such as gloves, goggles, and overalls to protect against injunueduing engine repairs. Inplement barrier systems or tape to define work zones and restrict unauthorised access. Install mats or anti-slip surfaces in areas prone to oil spills and leaks. Develop and follow safe work procedures for specific tasks, including detailed steps for proper tool handling and vehicle servicing. 	2М
2. Vehicle Inspection	Electrical hazards, Exposure to harmful substances	ЗН	 Conduct a pre-inspection briefing to ensure all team members are aware of potential electrical hazards and harmful substances. Disconnect the vehicle battery before beginning any inspection to prevent electrical shocks or short circuits. Use insulated tools and wear rubber-soled footwear to minimise the risk of electrical accidents. Equip workers with personal protective equipment (PPE) such as gloves, eye protection, and coveralls to safeguard against exposure to harmful substances. Implement proper ventilation systems in the maintenance area to reduce inhalation risks from fumes and vapours. Label all chemical containers correctly and store them safely to prevent accidental exposure or spills. Provide spill kits and train staff on how to effectively manage and clean up hazardous substance spills. Ensure that Material Safety Data Sheets (MSDS) for all chemicals and substances used are easily accessible to all employees. 	2М



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			 Regularly inspect and maintain testing and diagnostic equipment to avoid malfunctions that could pose safety risks. Train employees on emergency response procedules to swiftly handle incidents involving electrical hazards or exposure to harmful substances. 	
3. Engine Servicing	Injury from hot surfaces, cuts from sharp objects	4A	 Perform a risk assessment prior to starting wick to itentify specific hazards and implement appropriate controls. Allow the engine to cool dot a completely before a mmenoir any work to avoid burns from hot surfaces. Wear appropriate access a proteine equipment (PFE), including heat-resistant gloves, long-sleeve shirts, and safe goggles, appreveneuts and heats. Use insulate bools to have engine a content's safely and minimise contact with hot surfaces. Clear chark an end of potential for hot surfaces and sharp objects to alert workers and reduce accide ta miuries. Ensult broker lighthan in the work area to enhance visibility of sharp objects and hot surfaces. Implement a histopot/tagout procedure to ensure the engine cannot be started while maintenance is bein pelarmed. Provide thing for all personnel involved in engine servicing on recognising and managing hazards lated to work surfaces and sharp objects. Use barriers or shields where feasible to provide an additional layer of protection against contact with hot surfaces. Conduct regular inspections of tools and equipment for wear and tear to prevent injuries due to tool failures. Maintain a clean and organised work environment to prevent slips, trips, and falls, reducing the chance of accidental contact with hazardous surfaces. 	ЗН
4. Oil Change	Risks from chemical exposure, burn from hot oil	4A		ЗН

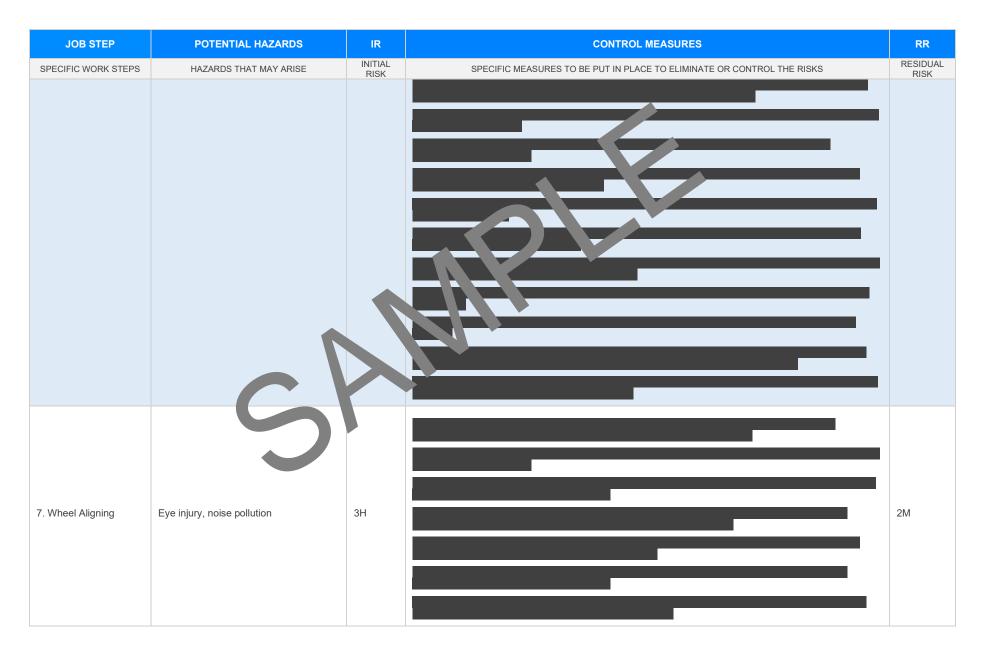


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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
5. Brake System Repairs	Injury from falling components, hand- arm vibration	31		2M
6. Tyre Change- Rotation	Falling objects, back strain	2M		1L

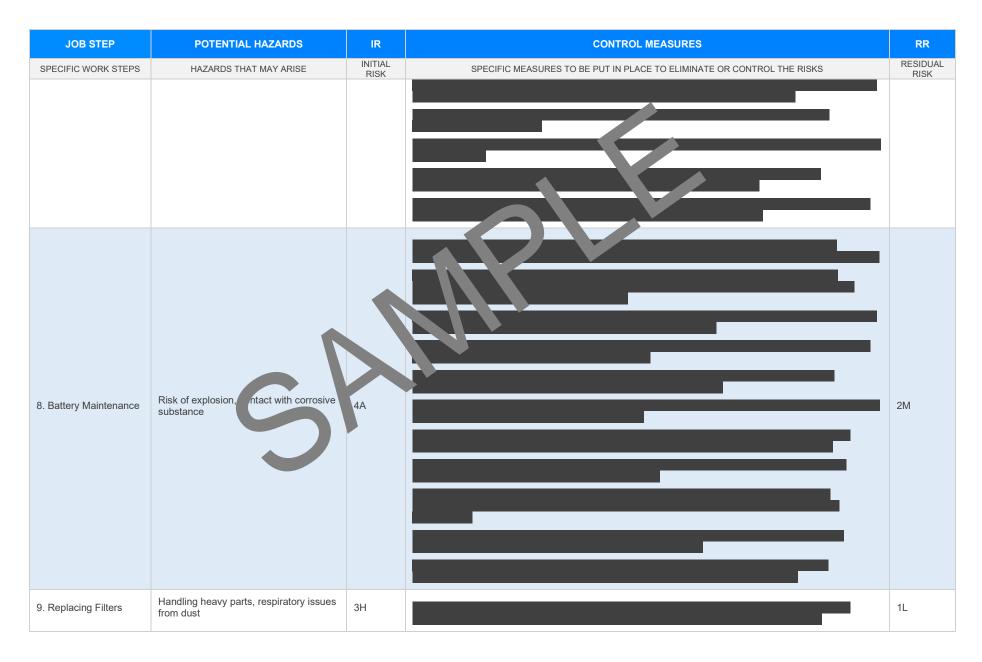
Version 2.5

Date of Issue:







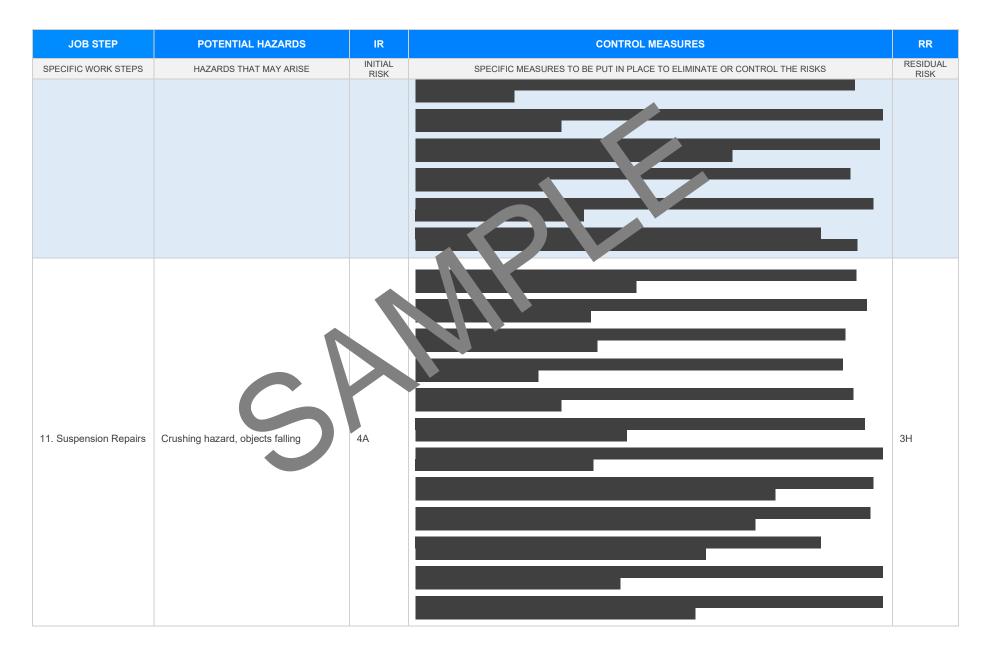






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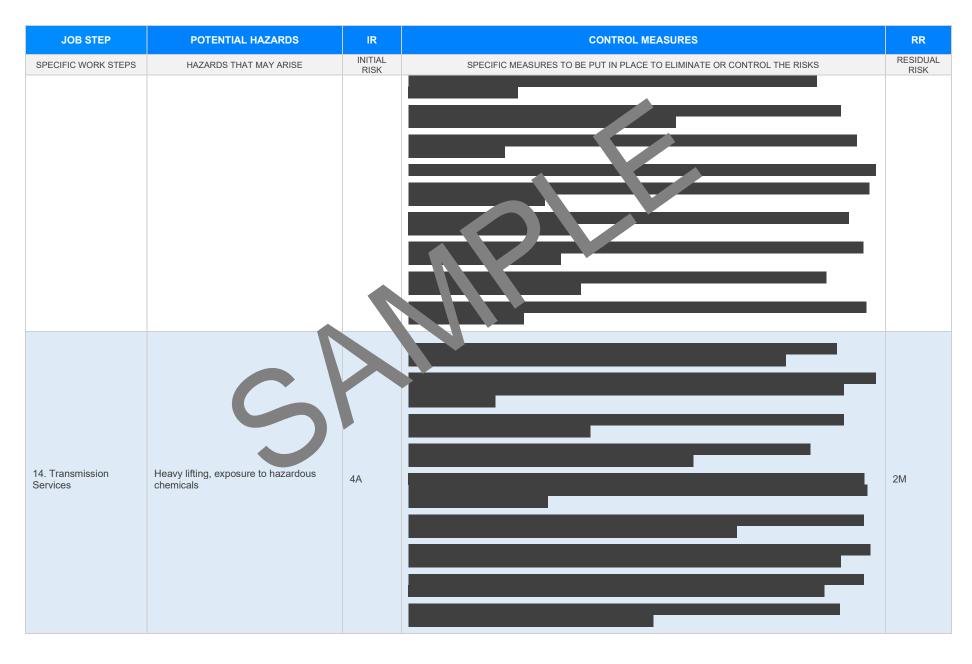


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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
12. Exhaust System Check	Metal fumes, Fire hazard	ЗН		2M
13. Power Steering Services	Fluid leaks, slip hazards	ЗН		2M

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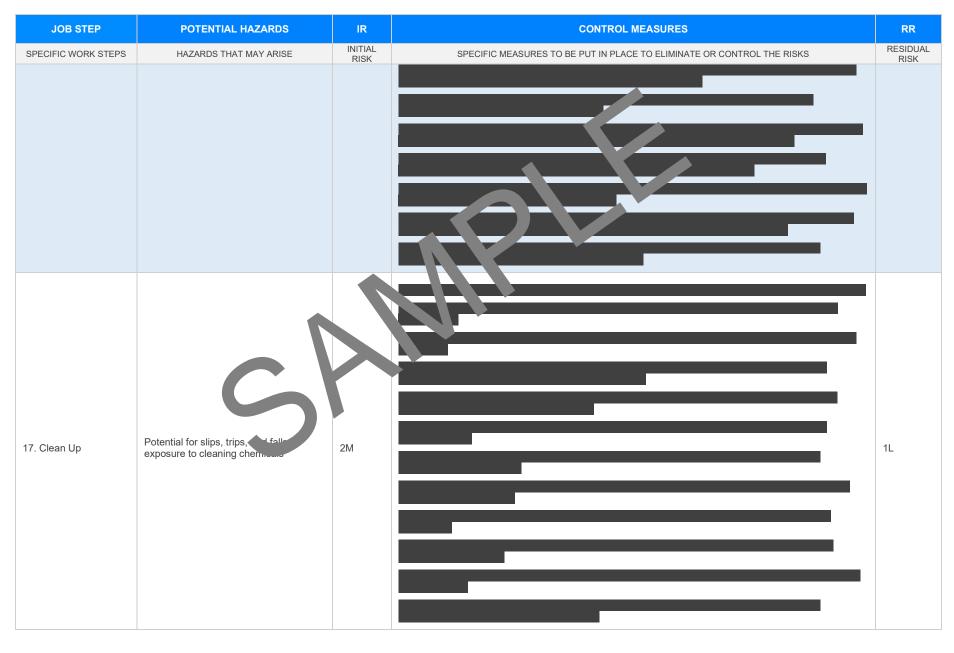






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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
15. Finishing And Quality Check	Slippery surfaces, objects falling on persons	31		2М
16. Waste Disposal	Puncture wounds, exposure to hazardous waste	ЗН		1L

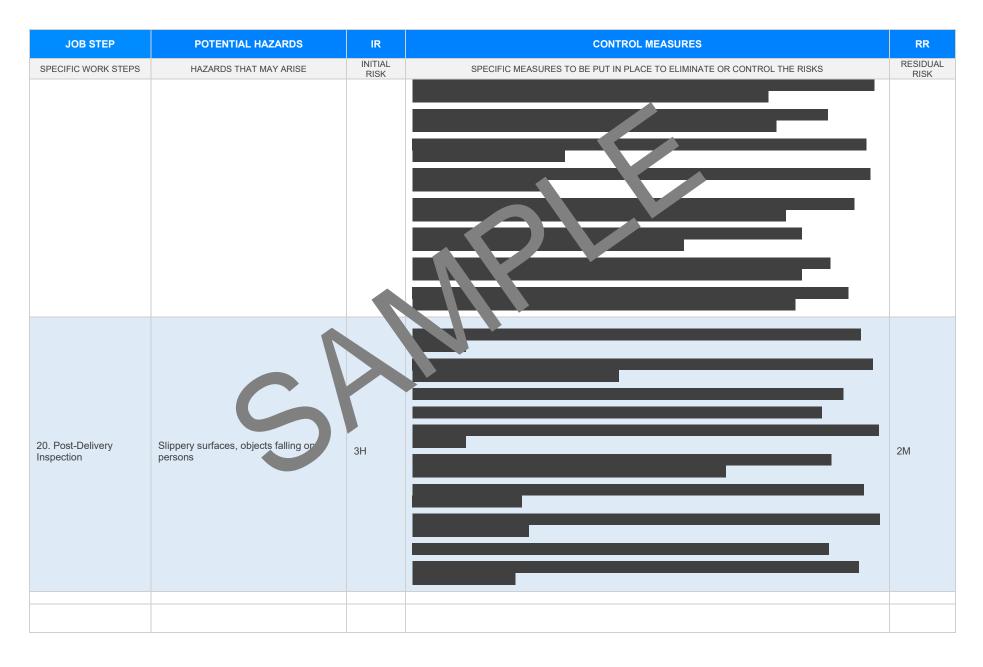






JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
18. Documenting and Reporting	Musculoskeletal disorders from poor ergonomics, eye strain	2М		1L
19. Vehicle Delivery	Risk of accident, overexertion injuries	ЗН		2М





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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/codes-of-practice 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 pafety or gulations 2017 Legis non VIC: <u>https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and- rulat</u> is or des of mactice VIC <u>autps://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/weiplace-sector-laws</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/fector-d-resourcestor-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sector-sec</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> 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_dces/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

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.	\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 COMPLETED		